

**Required for 1st April 2019**

**Office Administrator**

**37 Hours per week, Term time only plus 5 Inset Days**

**Level 5 SCP 23-29**

**Pro Rata Salary £19,375 to £24,205 inclusive of LW, depending on experience**

The Governors of Iqra Primary School are looking to appoint a dynamic, efficient, skilled and self-motivated practitioner to join our school office team. The successful candidate will need to have great communication skills, be able to use their own initiative and most importantly will need to be flexible and adaptable. The school office is the main entry point so we require someone who will be friendly, diligent and able to deal with visitors on a daily basis.

Primary responsibilities will include:

* Ensure effective operational functions within the school office including providing cover for absent colleagues
* Be responsible for confidential administrative tasks
* Managing the school admissions process
* Maintenance of GDPR consents

Candidates must have previous experience and knowledge of school admin systems/processes including SIMS.

If you have the enthusiasm and commitment to contribute to the ongoing development of this successful, friendly and supportive school, we would like to hear from you.

*IQRA Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. An enhanced DBS disclosure will be required for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education Legislation.*

A full job description/person specification and application form is available on the school website. Alternatively please contact Susan Anderson at [pa@iqra.slough.sch.uk](mailto:pa@iqra.slough.sch.uk) for an application pack. **Please note that CVs are not accepted.**

**Closing Date: Friday 8th February 2019**

**Interviews: 25th February 2019**