

School Business Support L3

Start Date: 3rd September 2024

Grade E

(£26,421 - £28,770 pro rata - £21,683 - £23,611 actual depending on experience)

8.45am – 4.00pm daily (33.75 hours per week/39 weeks per year)

Due to the retirement of a long-standing member of our school office staff, we are looking for an experienced School Business Support Assistant to join our team.

We pride ourselves on running an efficient, friendly office, where we all work together to strive for excellence in supporting all elements of the school admin function. Most of our tasks are now IT based and we therefore require someone who is confident with using online systems such as Parent Pay, SIMS, FMS, CPOMS, Medical Tracker and School Gateway. We are a forward thinking team and are always exploring ways to improve our practise and efficiency.

The successful candidate will have recent experience of working in a school office, possess excellent verbal, written and communication skills, be reliable, enthusiastic and have a good sense of humour. Knowledge and experience of school office practise and SIMS is essential to enable you to, with support, hit the ground running.

The role could suit a member of school staff looking for progression to the next level in their school business support career journey.

We will offer you:

- a popular school held in high esteem by the local community
- children who are happy and willing to learn
- friendly and committed staff who work well together as a cohesive and supportive team
- a pleasant and well-resourced working environment
- a commitment to your professional development

If you think this may be the role you are looking for, we would highly recommend a visit to our school. Please email our School Business Manager, Sam Summers on office@gilesbrook.co.uk to request an application pack, including a detailed job description and to arrange a time to look around the school.

Closing date: 12 noon, Monday 8th July 2024

Interviews: Friday 12th July 2024

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS and online checks.

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