



Job Vacancy - Office Administrative Assistant

Job Title: Administrative Assistant

Salary: Grade 3, Points 5 – 7, £16,464 - £17,129

Contract Type: Permanent, Term Time only

Application Deadline: 12noon 6th December 2021

Interview Date: 9th December 2021

Beeston Fields Primary & Nursery School are looking to appoint an Administrative Assistant who is highly motivated and organised with energy and vision to join our team as part of our office staff. We are looking for a strong candidate who can provide strategic vision in school administration. The successful candidate will be forward thinking, have excellent interpersonal and time management skills, have high expectations and be able to use their own initiative.

You will ideally have recent and relevant experience of working in a school office and will be able to undertake a range of office tasks accurately and efficiently under the leadership of the Office Manager. You will need to be a strong team player who will be able to support our office team and also have the ability to work independently whilst managing a diverse workload.

We are looking for an Administrative Assistant who will:

- Demonstrate a proven ability to work efficiently in an office environment.
- Provide clerical, administrative, organisational and financial support to the school.
- Deal with people in a consistently polite, friendly manner.
- Use IT proficiently including office software (Word, Excel etc).
- The ability to independently prioritise workloads and meet deadlines
- Work cooperatively within the full school team.
- Maintain confidentiality at all times.

Beeston Fields is proud to be a member of the Flying High Trust, we;

- are a group of 28 schools who put pupils at the heart of everything we do



- work closely together to bring about real and sustained school improvement
- have a real commitment to the professional development of all staff
- develop our schools to become the heart of our local community

We can offer you:

- A happy school, with lively and enthusiastic children
- Supportive staff who work together to achieve the best for our children
- A school who always wants to go that extra mile for every single child
- Supportive Governors who are driven to raise standards
- Significant support through the Head Teacher, Office Manager ensuring that you will succeed in this role.

Beeston Fields Primary and Nursery School is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an Enhanced DBS disclosure.

The closing date for applications is Monday 6th December at 12noon. Interviews will take place on Thursday 9th December.

For more information, to visit the school or for an application pack please contact the school office on officeteam@beestonfields.notts.sch.uk or 0115 8440100.