

Stratford St Mary Primary is a small, village school with a welcoming staff team and governing body; friendly children and supportive families.

We are looking for an **administrative assistant** to join our team.

This is a permanent, part time position.

The hours of work would be 8.30am-3.30pm Monday and Tuesday and Wednesday 8.30am-12.30pm.

This will include 2 x ½ hour lunch time cover. 17 hours per week in total.

Required as soon as possible.

As our admin assistant, you will be an integral part of our small school team.

You will be required to carry out a range of administrative tasks which will include:

- Welcoming parents and visitors to the school office and be the first point of contact.
- Answering phones and emails
- GDPR
- Attendance and admission tasks
- Policies
- E-forms and I-Trent
- Parentmail
- Being part of the team for first aid / lunchtime cover.

The salary for this would be £23,893 per annum pro rata term time only (17 hours per week 38 weeks per year - equivalent to £12.38 per hour)

Experience of working in a school environment would be advantageous and visits to the school are encouraged. Training can be provided for the right candidate.

For more information about this role, an informal chat or an application form, please contact Karen Bilner (headteacher) on 01206 323236 or by email on [office@sfstm.suffolk.sch.uk](mailto:office@sfstm.suffolk.sch.uk)

Closing Date for Applications is : Tuesday 22nd October 2024.

Interviews : Friday 25th October 2024.

***Stratford St Mary Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. DBS checks and other pre-employment checks will be required for relevant posts.***