



# Bessemer Primary School

Part of The Gem Federation

Tel: 020 72742520

E-Mail: [jobs@bessemergrange.southwark.sch.uk](mailto:jobs@bessemergrange.southwark.sch.uk)



## Administrative Assistant

<b>Dates:</b>	Apply by Wednesday 25 <sup>th</sup> May 2022, 9:00am
<b>Location:</b>	Dulwich
<b>Contract term:</b>	Permanent
<b>Salary:</b>	Grade 5 SCP 6-13
<b>Interviews:</b>	TBC
<b>To start:</b>	September 2022

### Principle Accountabilities

1. Responsibility for assisting in managing the school office, including:

- Co-ordinates and supervise the work of office staff and to ensure the school office is organised efficiently.
- Liaising with line manager relating to work to be undertaken by the office
- Assisting with monitoring the induction of any new member of the office staff.
- Deputising for the line manager in relation to the above duties, in her/his absence.
- Organise the administration of new admissions and assist the Headteacher in arranging parental interviews and appeals.
- General word processing.
- Provide administrative support in organising safety procedures, including fire drills.
- Oversee the general administration of school dinners.

2. Assisting in the maintenance of the various school computerised databases of pupil and staff information, including:

- Maintaining the school's database of pupil attendance records, liaising with teachers and the Education Welfare Officer as appropriate.
- Providing assistance with other information databases during the busiest times of the year
- Be responsible for keeping accurate records of absences and holiday entitlements for office staff.

3. To provide administrative support to the school teachers as appropriate, including:

- Assisting the teacher in all aspects of her/his role, including contacting parents and pupils where necessary, liaising with the teacher on outcomes
- Attending meetings on issues as and when required and taking notes / minutes.
- In liaison with the teacher, maintaining a confidential filing system.

4. Financial Administration.

- To be responsible for accounting procedures in the school as regards to
- School journey accounts,
- School accounts and banking of dinner monies.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All posts are subject to pre-employment checks, two references will be sought and successful candidates will need to undertake an enhanced Disclosure and Barring Services check (DBS), evidence of eligibility to work in the UK and evidence of qualifications.

**All of the above checks must have been completed before the start of employment.**

**The School is an equal opportunity employer and welcomes applications from all sections of the community regardless of race, gender, sexual orientation, religion, social status, or disability.**

If you would like to know more please come and visit us.

**Please send your completed application to:**

Kelsey James – Deputy Business Manager

Email: [jobs@bessemergrange.southwark.sch.uk](mailto:jobs@bessemergrange.southwark.sch.uk)