



Grazeley Parochial C of E (Aided) Primary School

Mereoak Lane, Grazeley, Reading, Berkshire, RG7 1JY
www.grazeley.wokingham.sch.uk

Our popular, thriving village school is seeking

A part time Administration Assistant

Hours: Monday, Tuesday and Wednesday 8 am – 12 noon

Our recent OFSTED (March 2016) reported that Grazeley is a GOOD school. It is on a journey of sustained improvement and has many strengths. "Pupils enjoy the caring and supportive environment, engage enthusiastically in learning and make good progress." The Governors are seeking to appoint a part time Administration Assistant to join our team from September 2019.

We are seeking to appoint an experienced and motivated Administrator/Receptionist to join our school office:-

- Applicants must be familiar with Microsoft Office (to be tested as part of the interview).
- Have a high standard of customer service skills.
- Be able to multi-task, have a calm, friendly and approachable manner and a good sense of humour!
- Can be flexible and a good team worker.
- Have good inter-personal skills and be a good communicator with both adults and children.
- A knowledge of the SIMS/FMS database is desirable.

Preference will be given to an individual with previous experience of working in a school and up to date knowledge of the SIMS/FMS database, although training will be available if necessary.

We offer:

- a positive, happy, friendly and caring work atmosphere
- a strong school community and church links
- a highly supportive and committed Governing body
- an attractive working environment
- a commitment to the professional development of all staff
- an easily accessible rural school just south of M4 junction 11

For an application pack please visit <http://www.grazeley.wokingham.sch.uk/website/vacancies>
CV's will not be accepted.

We welcome all candidates to come and visit us before applying. Please contact Mrs Kilbane (Office Manager) on 0118 9883340 or jkilbane@grazeley.wokingham.sch.uk to arrange an appointment.

Positions starting **Thursday 5th September 2019**

Closing date for applications: **12 noon on Tuesday 11th June 2019**

Interview date: **Thursday 20th June 2019**

We are committed to safeguarding and promoting the welfare of children and expect all staff to respect this commitment. This post is subject to an enhanced DBS check.