



We take pride in everything we do.

BORINGDON PRIMARY SCHOOL

Courtland Crescent, Plympton, Plymouth
PL7 4HJ

Tel: 01752 330424

Email: admin@boringdon.plymouth.sch.uk

Administrator

**Part Time Permanent - Salary / Grade: NJC
Grade C To Start January 2021**

23.25 hours per week (term time only 39 weeks
per year)

Boringdon Primary are seeking to appoint an exceptional Administrator to support the Business Manager in the management and delivery of all office and administrative services. This is a great opportunity for a self-motivated, dynamic, and well organised individual with a can-do attitude. The candidate must have SIMS knowledge, outstanding communication, and organisational skills.

You will need to:

- Be dependable, efficient, and able to work calmly and accurately in busy situations.
- Be self-motivated, flexible, and able to multi-task.
- Be able to embrace change within a dynamic environment.
- Be capable of operating computer-based admin and finance systems such as Microsoft Office & PS Financials.
- Understand the importance of confidentiality when handling data.
- Have good literacy, numeracy & ICT skills.
- Be friendly, approachable to parents/carers, staff, and pupils.
- Have the skills and sensitivity to deal with all members of our community and multi-agency partners.

We can offer:

- A friendly working environment.
- Staff committed to supporting each other.
- Ongoing training support.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced DBS check is required for this post.

Previous experience of working in a school environment and knowledge of SIMS essential.

If you are interested, please complete an application form available from the vacancy pack which can be found either on the school web site

<https://www.boringdon.plymouth.sch.uk/web> or by emailing Mrs L Agnew, Business Manager at admin@boringdon.plymouth.sch.uk

Closing date for applications is **12 noon on Thursday 12th November 2020**, shortlisting and interviews will be week beginning **16th November**

Shortlisted candidates will be notified by email.