



### **Part Time Office Administrative**

**Assistant / MMS**

**Holy Trinity CE (A) Primary School, Cuckfield**

**OFFICE ROLE - (19.5 HOURS MONDAY-THURSDAY)**

**MMS - 12.15 – 1.15PM (3 HOURS – MONDAY, TUESDAY & WEDNESDAY)**

**Rate of Pay for office role : Grade depending on previous experience:**

**Full Time Gross Salary Equivalent (salary paid will be pro rata number of working hours, term time only)**

**Separate MMS Contract – Grade 2**

**1 year fixed term contract with potential to extend**

### **Job Description**

This is a role to provide friendly, front of house contact for our school to children, staff, governors and parents, as well as combining administrative and organisational services to the school. There is also a requirement to supervise children during lunchtime two days per week. The office role involves a range of administrative support services, requiring precision keyboard use, communicating with a range of internal and external audiences and the MMS role involves supervising children both outside and in the lunch hall.

### **Key Skills & Qualities for Administrative Assistant:**

- Exceptional organisational skills, work with a high level of accuracy and attention to detail
- Confident in the use of Word and Excel
- Knowledge of SIMS
- Flexible, friendly and approachable as the welcoming face and first point contact of the school
- Respond to reception and visitor enquiries
- Liaise with pupils, parents/carers
- Liaise with other staff and external agencies
- A high degree of confidentiality is required for this post.
- Organise arrangements for school visits and events
- Analyse and evaluate data and information and run reports
- Process forms, returns, etc., including those to outside agencies
- Take delivery and check off goods
- Contribute to the planning and development of administrative procedures and systems
- Demonstrate tasks to other colleagues as required
- Assist with pupil attendance and run reports
- Assist with producing marketing and promotion material for the school

### **Key Skills & Qualities for MMS**

- Able to support children's safety in the playground
- Ability to empathise with children
- Encourage the children to play together
- Ability to intervene and support good behaviour choices in the hall and in the playground at lunchtime
- Initiate and support children in playing group games
- Listen to children with a friendly ear

Undertake other duties as necessary for the Headteacher/Office Manager/ MMS lead.

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Glebe Road  
Cuckfield  
West Sussex  
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### **Person Specification**

#### **Experience**

Desirable Any experience in a school setting (paid or voluntary)  
Desirable Previous experience working in an office/administrative setting

#### **Qualifications/Training**

Essential GCSE grade C – English and Maths (or equivalent)

Experience of development, management and operation of administrative systems. Working at or towards national occupational standards (NOS) in business and administration and knowledge/skills equivalent to current national qualifications level 3.

#### **Personal Qualities**

Commitment to providing a high quality service at all times  
Commitment to meeting the needs of pupils, parents/carers, staff and governors  
Commitment to promoting the Christian ethos of the school  
A flexible approach to work

#### **Skills and Abilities**

Good interpersonal and communication skills  
Good organisational skills

The ability to:

- Maintain appropriate level of confidentiality
- Handle difficult situations sensitively
- Maintain a commitment to equal opportunities.
- Work as a member of a team whilst using your own initiative
- Stay calm and “think on your feet!”
- Keep accurate and up to date records
- Undertake safeguarding training
- Assist the staff team in creating a positive learning and working environment

References will be collected for short-listed applicants prior to interview.

All posts are subject to successful DBS and Health Check. The successful candidate will be subject to a satisfactory probationary period.

**Holy Trinity CE (A) Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all governors, staff and volunteers to share this commitment.**