



Southdale

C of E Junior school

Shining like stars in the universe

Job Title: Administrative Officer

Grade: 4 £18,795 - £19,171 pro rata on 35 hours per week, term time only, Monday to Friday 09.00-4.30 (some flexibility required)

Our Vision

‘Shining like stars in the universe.’

Philippians 2:15

Our number one aim for our Southdale family, is that we shine like stars in the universe in everything we do – we refer to this as the ‘Southdale Sparkle.’ We like a challenge, never give up easily and have the highest expectations of ourselves and others. Our Christian values underpin the life of our school and we constantly show kindness and respect, so that everyone feels happy, safe and valued.

Southdale Church of England Junior School is a church school where our Christian values underpin our ethos.

We are a community centred school in the town of Ossett, to the west of Wakefield, where children are at the very heart of everything we do. We are continually striving for excellence in an environment where continuous professional development is nurtured so that children can achieve the very best outcomes and experiences.

At the centre of our curriculum is a belief that every child has the capacity to succeed. We provide a curriculum that fosters strong academic success, within an overarching Christian Ethos, that encourages a love of learning and an understanding of the world we live in. We believe passionately in supporting children to become contributors to their society as fully rounded individuals, encouraging pupil participation in the day to day life of the school.

An excellent opportunity has arisen for an experienced School Office Administrator to work within a caring, happy environment at Southdale C of E Junior School in Ossett.

We are seeking to appoint an enthusiastic, professional and highly motivated individual with excellent communication and organisational skills, to undertake a wide range of duties to support the administration of a large and busy school.

You will have:

- A good standard of general education with strong IT skills and experience using standard office programmes
- Experience of working with Integris is highly desirable, although not essential
- The ability to prioritise your work and able to deal with a wide range of situations
- The ability to work under pressure, within a very busy office environment, in a friendly and professional manner, dealing with staff, parents and members of the public.
- Be pro-active and look for ways to improve working practices

We can offer:

- A busy and happy working environment supported by a friendly team
- Job specific training
- Opportunity to develop the role
- Be a part of our ongoing journey, as we strive for excellence
- Work with a supportive and approachable senior leadership team

You will be expected to establish positive relationships with both children and staff and be part of a highly motivated team who aim to provide their pupils with a broad and balanced curriculum set within a caring and supportive community.

Safeguarding

As part of your wider duties and responsibilities, you are required to promote and actively support the council's responsibilities towards safeguarding.

The successful candidate will:

- Ensure that all safeguarding issues are reported to the designated senior person who is hour Headteacher.

Please see the person specification for further information.

Visits to the school are actively encouraged and warmly welcomed. For further information about the position or to arrange a visit please contact: **Mrs Samantha Jones - School Business Manager on 01924 277965.**

Completed applications must be returned to the school by **12.00 Wednesday 17 July 2019** either via email to ssbm@southdale.wakefield.sch.uk or by post to Mrs Samantha Jones, School Business Manager, Southdale C of E Junior School, Southdale Road, Ossett, Wakefield, WF5 8BA.

Interviews will be held on **Thursday 18 July 2019**. Due to the short turnaround from the close of the application period please ensure that you have provided an up to date contact number and email address on your application.

If you have not heard from the school by Friday 19 July please assume that on this occasion your application has not been successful.

Southdale C of E Junior School is committed to safeguarding and protecting the welfare of children. This post will be subject to an enhanced disclosure application to the Disclosure & Barring Service (DBS) plus all other Safer Recruitment checks.