

# Senior Administration Assistant

School:	Claygate Primary School	Posted:	13th August 2019
Location:	Esher, Surrey	Expires:	29th August 2019
Contract Term:	Permanent	Start Date:	04:06 PM
Salary:	SP5 £21,169 - £23,367 FTE	Job ID:	1062359
Hours:	Term Time		



Claygate Primary School

**We are looking to appoint an enthusiastic, flexible and welcoming Senior Administrative Assistant to work as part of the office team supporting the smooth running of the school. The Senior Administrative Assistant will have specific responsibility for managing admissions, pupil information and the School Fund.**

The role is for thirty five hours per week for forty weeks per year (term time plus one). Alternatively, the role could be for thirty hours per week. The start date is 7th October 2019, or before. We reserve the right to hold interviews early if strong candidates apply.

Claygate is a two-form entry Primary School located on a lovely green site in the centre of Claygate village. The school environment is outstanding, with a heated outdoor swimming pool, large pond and wildlife area, allotments, chickens, a large field and playground space.

New staff are well supported by colleagues and the children are enthusiastic and well-behaved.

## **Safeguarding Statement:**

Claygate Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) check is required for all successful applicants.