

Administration & Organisation Level 3

School:	Cefn Saeson Comprehensive School	Posted:	12th April 2024
		Expires:	25th April 2024
Location:	Afan Valley Road, Cimla, Neath, Neath Port Talbot SA11 3TA	Start Date:	As Soon As Possible
		Job ID:	1414697
		Job Reference:	POSN1014099
Contract Type :	Permanent		
Salary:	Grade 4, SCP 5-9		
Hours:	Part Time		



Administration & Organisation Level 3

Start Date: As soon as possible

Salary: Grade 4, SCP 5 - 9

Actual Annual Salary £16,462

30 Hours a week, Hours 8.30 am to 3.00 pm

The Governing Body of Cefn Saeson are seeking to appoint an enthusiastic, multi-tasking, forward thinking colleague to the post of Administration & Organisation level 3. The post is based in the main school office working alongside the admin team.

The successful candidate must be;

- Used to multi-tasking and working in a busy office environment
- Experience of using information and management systems
- Have a good level of verbal and written communication
- Friendly and approachable and used to working with others
- Undertake other admin duties when required
- Be flexible in the role and ready to adapt to change

The successful candidate will be expected to undertake the following within the role;

- Undertake the ordering process for whole school, using the FIS programme (training can be provided)
- Organisation and administration of School Trips, using Parent Pay (training provided)
- Administration of School Fund using Pebble programme (training provided)
- have experience of First Aid (not essential)
- Reception duties for 1 day and when required
- be flexible as possible

The school and Neath Port Talbot Council are totally committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Our school is equally committed to ensuring the safety and protection of all children and young people and will take action to safeguard their wellbeing. The recruitment process for this post will be underpinned by rigorous safer recruitment assessment to ensure that children and young people are protected.

This post is subject to an Enhanced Check from the Disclosure & Barring Service (child's list).

You may apply online

Closing date: 25th April 2024

Shortlisting will take place 26th April 2024

Interviews will take place 29th April 2024

Welsh Language: Not required

Safeguarding Statement:

Cefn Saeson Comprehensive School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and

Our values complement our commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.