



# Moorlands Primary School

Kesteven Way, Bitterne, Southampton, SO18 5RJ  
Telephone: (023) 8046 4404 Email: [info@moorlandsprimary.net](mailto:info@moorlandsprimary.net)  
Headteacher: Mr D Parkin



## **Vacancy** **Administrative Assistant: Grade 6**

- Hours: 37.5 per week Monday to Friday: 08:30am to 16:30pm, ½ hour unpaid lunch break.
- Contract/Hours: Term time only plus 1 week to be worked in the summer holidays. Permanent position.
- Salary: SCC Grade 6, Scale Point 12 to 17.
- The actual gross annual salary paid for this role starts at £23,753.09 and moves up to £26018.60, dependant on experience. Pay award pending.
- Closing Date: Monday 11<sup>th</sup> November 2024 at 12pm.
- Interview Date: Thursday 14<sup>th</sup> November 2024.
- Job Start Date: 2<sup>nd</sup> December 2024 or soon after.

Moorlands Primary School are looking for a friendly, enthusiastic, and self-motivated person to join our busy administration team from December 24 / January 25 (starting date to be negotiated).

### **Who we are seeking**

The successful candidate will have the ability to prioritise, be organised, flexible, be able to work calmly under pressure, with many interruptions. You will need to enjoy the challenges that a busy primary school office brings every day as there is never a dull moment and no two days are the same!

The role is based in the main reception office and includes responsibilities such as answering the phone, dealing with visitors and contractors and taking a lead role for administering pupils' first aid and supporting their medical needs, alongside general finance and administrative duties. Tasks also include updating, maintaining and reporting from various systems including Arbor and Tucasi, providing PA support to the Senior Leadership Team, receiving & recording cash, and any other general duties as they arise.

Candidates must be qualified in Maths and English at GCSE Grade C and experience of SIMS/Arbor, Tucasi and Microsoft packages, especially Word and Excel and working in a busy school office is preferred.

### **In return, we can offer you**

- Eligibility to join the Local Government Pension Scheme
- Access to the schools Staff Wellbeing Package
- Free parking
- Professional Development and support which will allow you to grow into your role
- A great working environment, with children that are keen to learn and make the most of learning opportunities on offer
- An individual induction programme supported by a mentor

### **Personal and Professional Conduct:**

- Staff of Moorlands Primary School must demonstrate consistently high standards of personal and professional conduct.

Moorlands Primary School keeps your data secure and complies with GDPR  
Our Privacy Notice can be viewed on [www.moorlandsprimary.com](http://www.moorlandsprimary.com)

- Employees of Moorlands Primary School should meet these standards and continue to meet them throughout their career.

### **Safeguarding**

Moorlands Primary School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks including online searches.

***To apply, please complete the application form that can be found on our website:***

***[www.moorlandsprimary.com](http://www.moorlandsprimary.com) and email your application form to the School Business Manager, Sarah Harrison, [sarahharrison@moorlandsprimary.net](mailto:sarahharrison@moorlandsprimary.net) by the closing date.***

***Please note that we reserve the right to withdraw the advertisement should a suitable candidate apply before the closing date.***