

**Stoke St Michael Primary School**  
**Administrative Assistant**

Grade 15: £18,065- £18,426 FTE

£9.36 - £9.55 per Hour

24 Hours per week over 4 days

Term Time Only - Maternity Cover until 1st April 2021

We are looking for a friendly, energetic and enthusiastic individual to join our team to start as soon as possible.

The successful candidate will be:

- Organised, flexible and able to work on their own initiative, coping with the various demands of a busy school office.
- Friendly, confident, approachable and able to make our families and professionals feel welcomed and valued.
- An excellent communicator with a professional telephone manner.
- Confident in the use of IT and able to type accurately.

We are a small but busy Primary School where no two days are the same. The successful candidate will need, above all, a sense of humour and the ability to maintain confidentiality. Previous school experience is an advantage, but not essential.

Stoke St Michael Primary School is committed to safeguarding children's welfare.

This post requires an enhanced DBS check and two references. Any offer of employment will be subject to these being satisfactory.

Please send the completed application form and supporting letter to [sbannister@educ.somerset.gov.uk](mailto:sbannister@educ.somerset.gov.uk) or by post to the below address.

Mrs S Bannister  
Stoke St Michael Primary School  
Moonhill Road  
Stoke St Michael  
Radstock  
Somerset  
BA3 5LG  
Closing Date Friday 6<sup>th</sup> March 2020