

Alder Grove Church of England Primary School

Alder Grove, Shinfield, Reading, Berkshire RG2 9RA
Tel: 0118 324 7218, Email: recruitment@aldergrove.wokingham.sch.uk

Admin Assistant (maternity cover)

20 hours per week

Monday to Friday – 8.30am to 12.30 pm

Grade 3, SP 5 to 6, £23,500 FTE to £23,893 FTE

Actual salary: £10,599 to £10,776

Maternity cover role, term time only

Closing date: Thursday 18th April 2024, 3.00pm

Alder Grove Church of England Primary School is a new 420-place primary free school in Shinfield, Wokingham which opened in September 2020. We are looking to recruit a maternity cover Admin Assistant to join our Admin Team. This is an exciting opportunity to become part of skilled and motivated staff which supports the whole school.

As part of the Admin team, the Admin Assistant role is an interesting, busy and varied role which involves a wide range of tasks and activities to assist in the efficient running of the school office and the school in general. The post requires excellent office and IT skills, excellent personal, communication and teamwork skills and a flexible approach. Experience in school office procedures would be an advantage together with a good knowledge of Microsoft Office and confident use of other operating systems.

Alder Grove is part of The Keys Academy Trust, a primary specialist MAT, committed to providing the very best educational experiences for our pupils and staff, so that our schools are recognised as centres of academic and pastoral excellence at the heart of the communities they serve.

The successful candidate should:

- Have high levels of IT skills
- Have tact, diplomacy, confidentiality and sensitivity as these are paramount to this post
- Be able to work independently but also as part of a team
- Have previous school experience
- Have a high level of attention to details
- Promote our Christian ethos, vision and values

The successful candidate will have the opportunity to work with colleagues across our family of schools as part of the Trust's CPD programme and networking opportunities.

Visits to the school are welcomed and encouraged. Please contact the school office to arrange this - recruitment@aldergrove.wokingham.sch.uk. An application pack is available on the school website www.aldergrove.wokingham.sch.uk or by contacting the school.

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Interviews: To Be Confirmed

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service enhanced criminal records check. *No agencies please*