

Trinity St Stephen CE (Aided) First School

Vansittart Road, WINDSOR, SL4 5DF

Head Teacher: Mrs L Lovegrove

 **School Administrator**

* Required for January 2020 (or earlier)
* Hours: 30 hrs per week (Monday – Friday 8.30am- 3.00pm) Term Time only
* Actual Salary : £14,500-£15,700

Trinity St Stephen Church of England First School is looking for an Office Administrator to join our professional, enthusiastic and friendly staff team. The school is a small first school in the heart of Windsor, whose Christian values are at the heart of its work.

The successful applicant will work closely with the Business Manager and the Headteacher. The role involves being a professional and friendly first point of contact for parents and other visitors and providing high quality secretarial skills. A knowledge of SIMS (a school computer system used to manage staff and pupil information) would be an advantage.

We welcome applications from people who:

* have experience of working in an office or schools
* are totally trustworthy and understand that the nature of the work involves a high degree of confidentiality
* have common sense, are able to work on their own initiative and have a sense of humour

Please contact the school office on 01753 862540 (term time only) or email Mrs Sarah Horsfield, finance@tssfirst.co.uk . The application pack is available from the school website, [www.tssfirst.co.uk](http://www.tssfirst.co.uk) (under the ‘School Life’tab.)

Closing Date: Friday, 29 November 2019 at noon

**Interviews will be held on Wednesday, 4 December 2019**

*Trinity St Stephen Church of England First School is committed to safeguarding and promoting welfare for children. All appointments are made subject to a satisfactory Enhanced DBS, qualification and reference checks.*