



# St Clement Danes CE Primary School

Drury Lane Covent Garden WC2 5SU

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[www.st-clementdanes.westminster.sch.uk](http://www.st-clementdanes.westminster.sch.uk)

Headteacher: Patricia Coxhead Roll: 235 (Nursery – Y6)



## School Office Administrator

From January 2018 the Governors and Headteacher are looking to appoint a School Office Administrator

**Band 2, Level 2, Step 1 – Step 4 £24,135 - £28,440 per annum pro rata**

**Hours:** 8:00 am - 4.30 pm 5 days, term time only (with the option of 4 days)

**Are you friendly, well-organised with excellent inter-personal skills? Do you thrive in a busy working environment?**

This role is ideal for an experienced office administrator who wants to work in an outstanding primary school in a job that makes a real difference to the lives of children and their families.

St Clement Danes is a thriving and dynamic school in the heart of Covent Garden. We are a genuinely diverse, multi-cultural progressive Church of England School with lots to offer. The role of school office administrator will have a major impact on the life of the school.

We are looking for someone who:

- Has experience in an office/business environment
- Demonstrates excellent inter-personal and communication skills
- Has excellent secretarial skills for managing confidential office tasks including e-mail and letter correspondence, filing, photocopying and managing diaries
- Is highly motivated, organised and efficient in managing a busy workload
- Has excellent literacy, numeracy and computer skills
- Forms excellent professional relationships with both children and adults
- Understands the importance of confidentiality, discretion and data protection
- Has up-to-date knowledge of safeguarding, including 'Keeping Children Safe in Education'
- Has experience of working with a Management Information System, such as SIMs
- Is able to work collaboratively and within a team and support colleagues
- Will work well under the direction of the headteacher
- Will build effective links with the local community
- Shows resilience and works well under pressure, managing time effectively
- Is able to deal with a range of queries in a consistently calm, professional and courteous manner
- Can plan ahead, meet deadlines and shows attention to detail
- Has experience of school admissions
- Has a cheerful, upbeat attitude and will be the welcoming face and voice of St Clement Danes School
- Has a strong commitment to the school's ethos
- Is keen to work in a genuinely diverse school and will respect and value all members of the school community

We strongly advise applicants to visit the school for a tour. Please contact Deb Starkey at:

[dstarkey@stcd.co.uk](mailto:dstarkey@stcd.co.uk).

Application details are available from the school's website.

Closing Date: **20th November 2017**

Interviews: **30th November 2017**

**The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.**