

The Federation of St. Giles' and St. Andrew's C of E Primary Schools

Executive Headteacher: Mrs J Nichols, BEd Hons, NPQH, NASENCO, NPQEL



St Giles' Primary School
Church Street
Great Maplestead
Halstead
Essex, CO9 2RG
Tel: (01787) 460481
email: admin@sgasa.uk



St. Andrew's Primary School
Church Road
Bulmer
Sudbury
Suffolk, CO10 7EH
Tel: (01787) 372383
email: office@sab.sgasa.uk

Post: Administration Assistant – St Andrew's C of E Primary School

Contract: Permanent Part-Time

Hours: 15 hours per week Monday to Friday 9.30am-12.30 pm

Salary: Local Government Salary Scale 3 point 4-5 iro £6,680.00 - £6,812.00 actual salary per annum (pro-rata). Term time only, 44.6 weeks per year including holiday pay.

Start Date: September 2022

The federation is looking for the ideal candidate to:

Provide effective cover of day to day office duties under the instruction of the Office Manager.

A summary of main roles and responsibilities:

- Be the first point of contact for all visitors to school ensuring safeguarding and security measures are adhered to
- Liaise with parents, carers regarding sickness, injury and general messages
- Monitor the schools official admin email and ensure messages are passed on to the relevant individual

Please see Job description for full job details.

Visits to the school are encouraged. To arrange a visit, please contact the school Office on 01787 372383.

