



**Headteacher: Heidi Blakeley B. Ed, NPQH**

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Web Site: [www.abacusprimaryschool.co.uk](http://www.abacusprimaryschool.co.uk)

Thank you for expressing an interest in our Administration and Admissions Assistant post.

This position is 37 hours across Monday to Friday, (Monday 8am to 1pm, Tuesday 8am to 4pm, Wednesday 8am to 5pm, Thursday 8am to 4.30pm and Friday 8am to 4.30pm with a half hour lunchbreak).

You will work alongside three other colleagues within the office team and take responsibility for communication across this school (including our weekly newsletter, email, and support with updating and maintaining our school website) Admissions (supporting new starters, leavers and daily registration processes) and work with the Headteacher to monitor attendance across the school.

This is a really exciting position for someone looking to work in a school office or maybe now the time is right for you to take the next step in your administrative career.

If you'd like to know more about our wonderful school then I recommend you book a tour, you can do this by calling our school office on 01268 571018 and visit our school website at [www.abacusprimaryschool.co.uk](http://www.abacusprimaryschool.co.uk).

Based on the quality and quantity of applications received, we reserve the right to close this vacancy sooner than the specified closing date. Therefore, early applications are encouraged.

Applications close on Friday 3<sup>rd</sup> May 2024 at midday.

Mrs Blakeley – Headteacher