**Reedley Primary School - Achieving Today For Tomorrow`s World**

November 2024

**School Admin Officer (Grade 3, Scale Point 3) 37 hours per week, term time only**

Dear Applicant,

Thank you for your interest in the role of School Business Support Officer required from 10th February 2025.

This is a fantastic position for a candidate who would to work in a busy school office to complement our supportive staff team. We are a two-form entry school with an intake up to 420 children.

You would be guaranteed a warm welcome from our school. We pride ourselves on providing a happy environment where the children are at the heart of everything we do. Reedley has a dynamic and enthusiastic staff who simply want the best outcomes for our children.

Reedley is a vibrant and enjoyable place to work. The children are delightful, have wonderful manners and are keen to learn.

The Business Support will work alongside Mrs Iqbal, our School Business Manager, who will provide training in all aspects of the job.

This will include:

-answering calls and making calls to our families

-routine clerical and administration work

-maintaining confidential records

-maintaining and updating computerised records

The role is mainly office-based but there is often contact with children throughout school and therefore the successful candidate will be subject to an enhanced DBS check.

This is a permanent position and is subject to a 6 month probationary period, in line with LCC policy.

Arrangements for further information:

**I have set some time aside to show any interested candidates around the school. It is not essential that you attend.**

**This will take place on Wednesday 11th December at 13.30 – 14.00.**

Candidates can also view our school website, for further information. [www.reedley.lancs.sch.uk](http://www.reedley.lancs.sch.uk)

**Applications**

* All completed applications must be attached to an email and sent to [recruitment@reedley.lancs.sch.uk](mailto:recruitment@reedley.lancs.sch.uk) no later than 9am on Monday 6th January.
* Shortlisting will take place on Tuesday 7th January and successful candidates will be notified via email no later than 18.00 on 8th January.

**Further Information**

Interviews will take place on Monday 13th January 2025.

This position is term time only. The contract will be for 45.25 weeks each year, which includes holiday pay.

High levels of accurate grammar, spelling and punctuation are essential, as we have high expectations of all staff members. Therefore, candidates should take extra care to ensure that their application is free from errors, as this could preclude the application from being short-listed.

Warm regards

Mrs Sarah Bell

Headteacher