



JOB ADVERT

Waddington and West Bradford CE Primary School
West Bradford Road, Waddington, Clitheroe, BB7 3JE
Number on roll 191



Required ASAP

School Business Support Officer 1

Hours - 8am - 4pm Term Time Only

The Headteacher and Governors are seeking to appoint a highly organised, motivated and helpful person to work in the office alongside our highly experienced School Business Manager.

Waddington and West Bradford CE Primary School is a growing, highly successful and effective village school; a place where children, staff, parents and Governors are happy and actively involved in all aspects of the children's education. We strive to be the best we can be and pride ourselves on delivering an inspiring and creative curriculum where every child is valued. We are looking for an Administrative Assistant who is excited at the prospect of becoming part of our hardworking, dedicated and enthusiastic team.

We can offer:

- A positive, caring and inclusive ethos.
- Happy children with a thirst for knowledge.
- A dedicated, determined and dynamic staff team.
- A bright and stimulating working environment.
- Working with, and supported by, a highly experienced School Business Manager
- A supportive and effective Governing Body.
- Opportunities for continued professional development.
- A Senior Leadership Team who support staff and prioritise staff wellbeing

We require someone with:

- Enthusiasm and a friendly nature - you will be the first point of contact with our parents and community.
- Experience and capability using Microsoft Office and other forms of technology
- Excellent organisational skills and an ability to manage their time and workload
- Excellent communication skills
- A commitment to our Christian Ethos and a drive to enable every child to shine
- A commitment to our positive, inclusive and creative ethos.
- Extremely high standards, of themselves and the work they do
- Determination, energy and a big smile.
- The ability to work closely with our families

Essential Qualifications

GCSE Mathematics & English Language at C or above

A desire to undertake further training and development as required

Please note that in line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates

Closing Date: Friday 3rd January 2025

Interviews: Tuesday 14th January 2025

In our Christian family, we encourage, serve and respect everyone and shine in the light of Jesus!