



Hartford Infant School
Mayfield Crescent
Hartford
Cambridgeshire
PE29 1UL

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Email: office@hartfordinfantschool.org
Website: www.hartfordinfantschool.org

Office Administrator
Pay Scale 3, Point 5-6 (£9.74 - £9.94 per hour pro rata, depending on experience)
6 hours per week (8.30am-12.30pm & 1pm-3pm Friday, term time only)
Required from September 2020

Hartford Infant School as part of The Cam Academy Trust is seeking an experienced Office Administrator to support our very busy Office team at Hartford Infant School.

We are looking for a Part time Office Administrator

We are looking for somebody who:

- is organised, enthusiastic, motivated with a good sense of humour,
- cares about children's welfare and safety,
- has a high standard of literacy, numeracy and IT skills,
- has good communication skills,
- enjoys working as part of a team.

The role would involve:

- administrative support services to the Headteacher in accordance with good secretarial practice,
- answering email and telephone calls,
- greeting parents and visitors to the school,
- ensuring the security of school by managing visitors,
- ensuring reception facilities are attractive and welcoming,
- administering first aid [after the necessary training],
- sort and distribute post and operate outgoing postal system,
- collection and banking of any money,
- liaising with kitchen staff as appropriate regarding school meals,
- overseeing school attendance figures and liaise with the Education Welfare Officer as necessary,
- ensuring data is accurate and up to date on the school's information management system (SIMS),
- preparing administrative reports and generating statutory returns,

- helping to maintain the school website,
- any other duties relevant to the post.

For further information about this vacancy please contact Mrs R Lee - rlee@hartfordinfantschool.org

To apply for this position please submit an application form and covering letter to Mrs R Lee – office@hartfordinfantschool.org by midday on Tuesday 7th July 2020. Interviews will be conducted Monday 13th July 2020 after school time.

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check and a medical questionnaire.