

Office Administrator

RG4 SCP 11-17 (£11.27ph)

Actual salary £17,201

Required October 2021 or sooner (applications reviewed upon receipt)

35 hours per week, Monday to Friday (8.30am-4pm)

Term time only (paid for 43.6 weeks per year)

Experience within a school administration would be advantageous.

New Christ Church Primary School, part of the Berkshire Schools Trust, is an integral part of a multi-faith and multi-ethnic community where we celebrate our diversity and under new leadership we have some exciting new opportunities ahead of us.

Applicants must:	We can offer:
<ul style="list-style-type: none">• Have excellent administration skills• Be able to evidence high level administration• Be experienced in managing busy demanding roles• Have experience of school MIS systems (desirable)• Evidence excellent oral and written communication• Have the ability to work positively with a variety of different stakeholders• The ability to prioritise tasks and work to deadlines• The desire to work term time only• Be willing to administer minor first aid• Have a commitment to high expectations from pupils and our school as a whole	<ul style="list-style-type: none">• a welcoming and caring ethos• experienced and supportive team of staff and governors• inspirational children• a chance to play a significant part in the continuing development of our school• ongoing support from peers• Access to a free Staff Wellbeing Package including 24/7 online GP appointments and counselling services

**For further information & application pack or school visit requests please contact
Natasha Kirby, Trust Operations Manager on 07538 539690 or by email
hradvisor@berkshireschoolstrust.org**

The Berkshire Schools Trust is committed to safeguarding and promoting the welfare of pupils, staff and parents, and expects all staff and volunteers to share this commitment. A Disclosure & Barring Service clearance will be sought for the successful candidate.



www.newchristchurch.reading.sch.uk



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TRUST**

www.berkshireschoolstrust.org