

**ADMINISTRATIVE ASSISTANT VACANCY**

**Required for February/March 2017**

**PART TIME, TERM TIME PERMANENT ADMINISTRATIVE ASSISTANT**

**27.5hrs per week Salary G3 (10-15): £15,238 – £16,997 (pro rata)**

Chowbent Primary School is inviting applications from well-qualified and highly motivated candidates, for an administrative assistant.

The position is part-time, term-time. Working hours will be 8:30am to 3:30pm Monday to Thursday and 8.30am to 12.00noon on Friday.

We are looking for a calm, sensible person with an understanding of the need for excellent attendance and punctuality. The successful candidate will have relevant experience in customer care and have the ability to work under pressure, prioritise their workload to meet the needs of the school and provide high quality admin support. The post holder will work within a busy office environment and will be required to undertake a variety of tasks including reception duties, finance, first aid and general office admin.

We are looking for somebody who will become involved in school life, a team player and puts the wellbeing of our pupils and families first.

The closing date for applications is Friday 3rd February. If you have not been contacted within two weeks of the closing date, you can assume that, on this occasion, your application has been unsuccessful.

Please contact the school via email to receive an application pack enquiries@admin.chowbent.wigan.sch.uk

Completed applications should be returned to Mrs Lorraine Pembroke via email, enquiries@admin.chowbent.wigan.sch.uk or post to Chowbent Primary School, Laburnum Street, Atherton, M46 9FP.

The school is strongly committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is subject to two satisfactory references, Disclosure & Barring Service (DBS) check, medical clearance, evidence of essential qualifications and proof of legal working, in accordance with the Asylum and Immigration Act 1996.