

Minimum of 5 GCSE's (A*-C Grade) or equivalent office experience/vocational qualifications. NVQ Level 3 standard in Childcare / Play work/ Learning Support or equivalent Paediatric First Aid Certificate Food Hygiene Qualification E Minimum of 2 years' experience in a childcare/educational setting Skills A desire to make a positive contribution to children's education and well being Relevant experience of office work including databases with efficient and effective administrative skills Competence in use of IT systems including email and Microsoft Word and Publisher An understanding of Capita SIMS and FMS Able to deal with changing and conflicting deadlines and frequent interruptions to work. A welcoming and professional front of house persona E Well-developed communication, planning and organisational skills and customer care. Ability to prioritise work, and to meet and manage work to tight deadlines Experience Experience Experience of providing safe and creative play for children age 4-11 years E Managing and leading and a team Requirements of child protection and safeguarding E Experience of Health & Safety and risk assessment D	Primary School Admin Officer/Extended Schools Manager	Essential (E) or Desirable (D)
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Experience of Health & Safety and risk assessment D	Managing and leading and a team	Е
	Requirements of child protection and safeguarding	Е
Working in an office environment using a variety of IT packages	Experience of Health & Safety and risk assessment	D
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Other

Be willing to commit to the values of the School.	E
You will need to be someone who is passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as, an ability to lead and motivate a	Е
range of staff.	Е
Respect confidentiality in discussing pupil or staff related information and school business operations.	Е
Show flexibility in working arrangements in terms of duties and working hours/pattern to meet emergencies and changed circumstances.	Е
Demonstrate a commitment to continuous professional development.	Е
Have an understanding of the school culture and working in a teaching environment.	E
Have a cheerful disposition and good sense of humour.	E