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| **Name of School/Academy** | Langley Fitzurse Church of England School | | | |
| **DfE number** | 865 3102 | | | |
| **Full Job vacancy title** | School Admin Officer | | | |
| **Please select a category** | Schools - Teaching | Non-Teaching | | Headteacher |
| **Salary range** | Scale E | | | |
| **Is a DBS required?** | Yes | | No | |
| **This is not a Wiltshire Council vacancy therefore please contact the school direct for further information.**  **Job advert:**  **After many years of loyal and dedicated service, our Admin Officer is retiring.** Langley Fitzurse is a small, friendly village school. We are looking for an Admin Officer who will be the first port of call for all enquiries. This person needs to be able to communicate and operate in a professional, friendly manner with staff, children, parents and visitors.  This role to be combined with the role of MDSA.  We are looking for friendly, flexible person who will:   * Have excellent organisational skills * Have excellent IT skills, being proficient in using a PC, including Office, email and SIMs software and be able to use social media and the school’s website * Have excellent communication and teamwork skills and is able to work collaboratively with the rest of our staff team at Langley and within the LFSSQ Federation * Communicate clearly and appropriately with young children and their parents/carers * Have previous administration experience including maintaining files and filing systems * Be able to build good relationships within our school, church and village community * Understand and comply with the confidential nature of the role * **Be a reflective and outward-looking practitioner.** * **Amaze, Excite and Inspire to make a real difference to our school community.**   We offer:   * A friendly and supportive staff team. * Commitment to CPD opportunities. * A supportive team of governors.   Visits to the school are welcomed and encouraged. If you would like more information on the role or to book a visit please contact Langley Fitzurse CE School 01249 750295. Full contact details can be located within the ‘Vacancies’ section of our schools website    **Hours of work: 22.75 hours Admin Officer and 5 hours MDSA**  **Contract type: Permanent**  **Closing date (and time): 24th May 2022 9.00am**  **Interview date: 6th June 2022**  **Commencement date: 1st September 2022, with planned orientation time June –July, prior to end of school year.**  **Please visit the school website for further details** [www.langleyfitzurse.wilts.sch.uk](http://www.langleyfitzurse.wilts.sch.uk) **and send completed application to** [admin@langleyfitzurse.wilts.sch.uk](mailto:admin@langleyfitzurse.wilts.sch.uk)**.**  **This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**  **All applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed.** | | | | |