

Administrative Assistant required two days per week from 15th April 2024

Address: Upper Street, London N1 2GG

Head Teacher: Sophie Gavalda

Contract: Fixed term until July 2025, possible permanent position and longer hours at the end of the fixed term.

Hours: 15 hours / week over two days, 8am—4pm. Job share, term time only

Salary: £10,605 for two days TTO (£28,545 FTE) NJC Scale 5

We are looking to recruit a proactive, friendly and organised administrative assistant to be our first point of contact in the School Office, and to undertake administrative, financial and safeguarding processes within the school.

You will be someone who has:

- GCSEs in Maths and English, at least 2 A Levels;
- excellent IT skills (especially in Word and Excel);
- excellent verbal and written communication skills;
- excellent organisational and time management skills;
- a positive approach and a willingness to “get things done” proactively.

We can offer you:

- a friendly and supportive staff team;
- membership of the Local Government Pension Scheme, with employer contributions;
- professional development and training in the role;
- Salary sacrifice schemes such as Cycle to Work;
- potential subsidised accommodation on site;

William Tyndale has an excellent academic record and a strong dedication to creativity, science and sport. We are an inclusive and friendly school, with confident and well behaved children from many different backgrounds. Our staff are hardworking and highly motivated with a sense of fun and total commitment to every child. Parents and governors support the team positively, encouraging the best outcomes for all.

The school is situated in the heart of Islington’s wonderfully diverse community, close to public transport links. If you are interested in the position, please visit the school website to find a job description, person specification and application form. For more information call 020 7226 6803 or email: sbm@williamtyndale.islington.sch.uk

Closing date for applications: **midday, Tuesday 19th March 2024**. Interviews: **w/c 25th March 2024**

William Tyndale Primary School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of all its pupils. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, an Enhanced Disclosure and Barring Service (DBS) check and completion of a criminal records self-declaration form. Please note that this position is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).



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www.williamtyndale-islington.co.uk

