



Headteacher: Miss A Allan

## **JOB VACANCY**

**Title:** Reception and Administrative Assistant

**Grade and Salary:** Grade A £21,952 - £22,923 depending on experience

**Hours:** 37.5 hours per week, Term time plus 2 weeks

**Contract period:** Permanent

### **The School**

Sir John Cass's Foundation Primary School is a unique Church of England school in the heart of the City of London. Our School was founded by Sir John Cass over 300 years ago and to this day we remain proudly supported by our trustees, [Sir John Cass's Foundation](#). We are the only maintained school in the [City of London](#) and enjoy many benefits from this unique relationship.

Our aim is to provide an exceptional education for every child. To nurture their talents, strive for excellence and inspire young people to learn in a safe and caring environment where everyone is valued. We believe education is a partnership between home and school.

### **Our Vision**

Our vision is that every member of our school community will develop a questioning approach to faith, grounded in the principles of Christian hope, which prompts everyone to seize every opportunity for growth, to look beyond themselves and lovingly serve their community and the wider world.

### **The Post**

We are looking for an experienced Receptionist and Administrative Assistant; someone to provide secretarial, clerical and administrative support to the Headteacher, Deputy Headteacher, School Business Manager and other staff. You will be responsible for the accounts payable function within the school and the maintenance of financial, human resources, admissions and other administrative systems and resources. This is a customer faced role and therefore you will be an ambassador for the school when meeting parents and other visitors. You will contribute to the overall aims, objectives and values of the school.

No two days will be the same, and you will have the type of personality that really thrives in that kind of office environment.

Knowledge of SIMS and Microsoft Office desirable.

The successful candidate will be required to undertake an enhanced DBS check.

We are an equal opportunities employer.

**If you would like to apply or find out more about this position, please email**

[office@sirjohncassprimary.org](mailto:office@sirjohncassprimary.org) An application form and job description can be loaded directly from the school website [sirjohncassprimary.org](http://sirjohncassprimary.org)

Deadline for the return of completed applications is 5pm on the **11th September 2020**.

Interviews will be held on **22nd September 2020**.