



Admin Assistant

**38 weeks per year (term time only) / 15-20 hours per week
NJC Grade 3 £10.79 per hour**

Upton Priory School is a two-form entry primary school set in extensive grounds on the outskirts of Macclesfield. It is a busy, vibrant school where we nurture curiosity and creativity through an inspiring, broad and engaging curriculum, where learning is at the heart of all we do.

We are looking for an organised and enthusiastic Administrator Assistant to join our friendly team. This is a permanent position for 15-20 hours per week, 38 weeks per year (term time only) and the working hours are negotiable.

Reporting to the Bursar and Headteacher, this role will be to assist in the efficient running of the School Office and Reception area. The postholder will provide accurate clerical support and undertake office, reception and administrative duties. They will welcome and manage visitors to the school dealing with enquiries whilst maintaining confidentiality and school security.

The successful candidate must be professional and cheerful, have strong, confident IT skills (including MS Word and Excel), be well organised, able to work under their own initiative and take pride in their work. They will be one of the first points of contact for parents and visitors to the school and need to have a positive and friendly attitude when dealing with people both face to face and on the telephone. School office experience is desirable but not essential as training will be given.

You would be working with supportive, friendly staff and with kind, caring children. The school is part of the Fallibroome Trust, a school-led ten school multi-academy trust based in Cheshire and there will be opportunities for professional and career development within the Trust.

Please apply by downloading an application form via the school website at www.uptonpriory.cheshire.sch.uk under 'School Information', 'Staff Vacancies' and return it by email to f.williams@uptonpriory.cheshire.sch.uk or post it to Upton Priory School, Berwick Close, Macclesfield, Cheshire, SK10 3ED

Closing date: **12.00pm** Wednesday 19th April 2023
Interviews will be held on: Thursday 20th April 2023

Upton Priory School is committed to safeguarding children and young people therefore all post holders are subject to appropriate vetting procedures, a full enhanced DBS disclosure check and satisfactory references and an online search will be conducted for shortlisted candidates.