



John Perry Primary School

Reaching Our Goals Together

Apprentice – School Office Administrator (NVQ2)

Normal Working Hours: 8.00 am to 4 pm (35 hours per week / term time only with day release)
Salary : £170.00 per week
Start Date: ASAP

At John Perry Primary School, we provide the best opportunities for learning for all our pupils. We ensure that every child is supported so that they can become the citizens of tomorrow.

John Perry is a three form entry school in Barking and Dagenham, situated on a residential street near Dagenham East Station. We are an inclusive multicultural school, promoting the welfare of children and young people. We have a dynamic team of staff who model exemplary practice across all areas of the school. Our children are provided with outstanding role models.

This is fantastic opportunity to join John Perry Primary School as a Business Administration Apprentice working towards NVQ Level 2 qualification with day release. The post holder will support the school's office administration under the supervision of the Office Manager. Duties will include:

- General office duties - photocopying, scanning, filing etc
- Distribution of correspondence (email/letter) to pupils/parents
- answering the telephones, responding to queries, and taking down accurate messages
- taking children to/collecting children from classrooms

Skills & Abilities

- Good communication skills – both oral & written
- Good literacy & numeracy skills
- Good typing and IT skills (able to use word processing and spreadsheet packages)
- Able to work well on own and also as part of a team
- Flexible approach to work
- Friendly and approachable manner
- Good time management

Closing date: Monday 19th November 2018 (12.00 noon)

Short-listing Week commencing 19th November 2018

Interview date: Weeks commencing 19th & 26th November 2018

For an application pack and further details, please go to school website: www.johnperryprimary.co.uk or contact the School office on 020 8270 4622 or Email: hr@johnperry.bardaglea.org.uk

John Perry Primary School is committed to safeguarding & promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a Disclosure and Barring check from the Disclosure and Barring Service.

We are an equal opportunities employer.

Please note we do not accept CV's and references will be applied for at the shortlisting stage.

Only successful applicants will be contacted.