



‘Excellence, Everywhere, Everyday, for Everyone’

1 X Part Time Admin Clerk Role

1 X Full Time Admin Clerk Role

Required for September 2021 at Jessop Primary School

The new Leaders of Jessop Primary School are looking for two Admin Clerks to join our learning community on our ‘Journey to excellence’. Having established a collaborative way of working, within our recent partnership with Bonneville and Stockwell, we are seeking to harness the talents of driven, aspirational, and dedicated professionals.

For Successful Candidates we offer;

- An inclusive school hidden in the vibrant community of Brixton, minutes away from Brixton Village, Dulwich Park and public transport links
- Inner London Salary
- Great pupils and supportive parents
- A distributive leadership structure providing greater support at all levels
- A forward thinking, dynamic, committed, friendly, supportive and hardworking team
- **Full Time Position: Pay Scale 4 Spine 21 - £24,081 pro rata
35hrs per week, 43weeks**
- **Part Time Position: Pay Scale 4 Spine 21 - £24,081 pro rata
20hrs per week, 43weeks**

About you

We are looking for an administrative clerk to provide an effective and efficient administrative service to the school in support of its mission and objectives. To contribute to the effective development and delivery of administrative support to all areas of school life, working with the Administrative Team to ensure that this work reflects the overall organisational objectives. Suitable candidates will have experience in the following areas;

- To be front of house and represent the school in a profession, efficient and welcoming attitude towards all stake holders and ensuring compliance to Safeguarding the Schools internal processes.
- To be part of a team, engaged in office administrative tasks namely, answering telephone calls, taking messages, initial point of contact for any enquires, ensuring prompt communication with staff member in compliance with school policy.

- To be part of a team, ensuring that all deadlines are met, either working as a team player or individually by prioritising own workload including day to day tasks such as preparing and inputting information in regard to pupil attendance and school dinners.
- To undertake any other tasks commensurate with the grade as directed by the Admin Finance Officer, School Bursar, Head of School or The Executive Headteacher

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check

How to apply:

1. Please download the job description, person specification and application form (this can also be found on the school website <https://jessop.lambeth.sch.uk/>)
2. Email the completed application form to Rebekah Lessey pa@jsfederation.org.uk or post to Jessop Primary School, Lowden Rd, Herne Hill, London SE24 0BJ

Please note CVs will not be accepted.

Closing: Friday 27th August 2021

We will confirm processes for interview with each successful candidate after shortlisting

A handwritten signature in black ink, appearing to read 'A. Parker', with a stylized flourish at the end.

Ms A. Parker
Lead Headteacher