



School Administration Assistant - Gesher School

Start Date: September 2019

Competitive salary

Hours: To be confirmed

We are seeking a suitable candidate to join our administrative team to undertake this multi-faceted role, mainly in Reception and Administration supporting the Office Manager. Enthusiasm for working in an SEN school environment, excellent interpersonal and communication skills, a pro-active approach, excellent IT and organisational skills.

The primary focus of the role will be to present a professional and welcoming persona to all visitors and the school community.

You will have:

- excellent interpersonal skills
- the ability to work as part of a team
- the initiative to complete tasks in a timely manner
- an excellent telephone manner
- ability to prioritise demands and be adaptable
- skills in office procedures
- the ability to work happily in a busy environment
- excellent command of the English language, including spelling, punctuation and grammar

You will be:

- discreet, tactful and diplomatic in nature, with sound judgement and reliability at all times
- confident and calm in dealing with queries from parents, staff and pupils
- familiar with office practice and general administration

We will offer you:

- Team work, support and a welcoming atmosphere
- Enthusiastic and friendly children
- An outstanding and vibrant school with a family orientated community
- access to Gesher's staff well-being package

Completed applications should be sent to hello@gesherschool.com.

Deadline for applications: Ongoing

The appointment is subject to an enhanced DBS clearance. The school is committed to safeguarding and promoting the welfare of children and young people.