



Steeple Morden C of E Primary School

7 Hay Street, Steeple Morden, Royston, SG8 0PD

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Email: office@steeplemorden.cambs.sch.uk

Website: www.steeplemorden.cambs.sch.uk

Headteacher: Mrs Tracey How

School Secretary Vacancy – Permanent
18 hours per week term time
(Monday, Tuesday and Wednesday 8.30 – 3.30pm)
Grade 2 point 5 £8,354.47 (actual) £12.18 per hour
Start date: as soon as possible

Steeple Morden Primary School is a friendly and welcoming village school with approximately 165 pupils on roll. We are at the heart of a thriving village community.

We are seeking to recruit a professional, friendly and highly organised School Secretary to join our office team and work on the busy school front desk two days a week in term time.

The post holder will work within our office team and be responsible for ensuring the provision of an effective reception. They will provide a range of administrative support services within the School to ensure the smooth running of the front office and support school activities.

The successful candidate will have experience of school administration, parent communication and using a schools' Management Information System (MIS), along with a good working knowledge of Microsoft Office, in particular e-mails, calendar and Word. Previous experience of producing newsletters would be useful. In addition candidates will need:

- excellent communication and organisational skills
- a welcoming 'front of house' manner
- good standards of literacy and numeracy (GCSE grade C or equivalent)
- respect for confidentiality
- flexibility
- the ability to work under pressure and manage time effectively

Experience of First Aid, Parent Mail and SIMS pay would be a benefit, however training will be provided.

If you are interested in this position, please see our school website (under vacancies) for an application pack, or if you would like more information, please email office@steeplemorden.cambs.sch.uk

We are committed to stringent safeguarding procedures and applicants will be subject to a full enhanced DBS check. In addition, references will be undertaken prior to interview. As an equal opportunities employer, we welcome applications from all members of the community.

Closing date: Wednesday 14th March 2024 (noon)

Interview Date: week commencing 18th March 2024