



## **Job Specification**

### **OFFICE ADMINISTRATOR**

#### **OVERVIEW**

Location:	Cuddington and Dinton C of E School – Cuddington site
Contract Type:	Permanent
Start date:	6 <sup>th</sup> January 2025
Working Hours:	8.30am to 4.00pm Monday to Friday, term time only
Salary Range:	Bucks Pay Range 3

#### **THE ROLE**

We wish to appoint an experienced, hardworking and committed School Administrator who will be responsible for the efficient management of a range of key systems and procedures.

Experience of working in an administrative capacity in a school and a working knowledge of SIMS, Excel and Word are desirable, but in any event full training will be given.

As you will be a point of contact for our many visitors, governors, parents, pupils and staff, excellent interpersonal skills are essential. You will be organised, reliable, flexible and able to operate under pressure. You will need excellent time and people management, communication and IT skills. You will handle sensitive and confidential data and must therefore be able to work with integrity and discretion.

#### **ABOUT US**

Cuddington and Dinton School is a split-site school with the sites 2.5 miles apart. We are a school that prides itself on its sense of community and we work closely with our parents, churches and local villages.

We strive to develop staff and pupils so that they can achieve their full potential, offering professional development to all staff to enhance and extend individuals' skills.

Cuddington and Dinton C of E School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to obtain an Enhanced DBS Check. Cuddington and Dinton is an equal opportunities employer.

#### **HOW TO APPLY**

Application forms and further details are available from the school office.

Please contact Sally Carr:	<a href="mailto:bursar@cds.school">bursar@cds.school</a> / (01844291206)
Please send completed applications to:	<a href="mailto:bursar@cds.school">bursar@cds.school</a>
Closing Date:	Wednesday 11 <sup>th</sup> December at 4pm
Interview invitation date:	Thursday 12 <sup>th</sup> December by 3pm
Interview date:	Friday 13 <sup>th</sup> December

Visits to the school are encouraged. [www.cuddingtonanddinton.co.uk](http://www.cuddingtonanddinton.co.uk)