



Stowlawn Primary School

Administration Assistant

Pay Grade 3 SCP 4 to 6 : £21,189 - £21,968 Actual Salary £16,419 - £17,023

Monday to Friday 8.00 am to 4.00 pm

Hours: 37.5 / week (Term time only plus 10 : 5 x INSET and 5 x flexible)

Required as soon as possible

Stowlawn Primary School is a vibrant and inclusive school, and we are proud of our Stowlawn community.

We have high aspirations for every child at our school. Our expectations of being Ready, Respectful and Safe underpin our Stowlawn Six Attitudes, and we are very proud to have been recently awarded The Excellence in Pupil Development Award, Primary Science Quality Mark and School of Sanctuary status. We are currently growing into a full two form entry school, and we are looking for candidates who will be resilient and hard-working, have excellent communication skills and be a team players who put the children at the heart of their role.

We are looking to recruit a motivated **Administrative Assistant** to be the “face of the school” and the first point of contact for our school community. The role is integral in ensuring and maintaining effective and accurate working practices, as well as the smooth running of a busy school. The role will also involve engaging with outside agencies as well as key staff and, of course, being the first contact for our Stowlawn families and children.

Start Date: As soon as possible

Closing Date for Applications: **Tuesday 10th October** (4pm)

Interviews: **Monday 16th October**

To arrange a visit or find out more please contact the school office on 01902 556463 , email StowlawnPrimary.GroupEmail@wolverhampton.gov.uk. Or follow the link to the school website <https://www.stowlawnprimary.co.uk/job-vacancies> .

Stowlawn is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

This position is subject to receipt of suitable references and an Enhanced Disclosure check (enhanced with Barred list check) under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. Also, where applicable, further checks on staff who have lived or worked outside the UK for more than 3 months will be carried out.

In line with recommendations from KICSIE 2023, online checks will be carried out at the time of shortlisting .

Stowlawn is committed to adhering to General Data Protection Regulations.