



STEETON PRIMARY SCHOOL

Market Street, Steeton, Keighley, West Yorkshire, BD206NN

Telephone: 01535 653315

Email: office@steeton.bradford.sch.uk

Website: www.steeton.bradford.sch.uk

Executive Head teacher: Mr. J. Cooper

Head of School: Mr. K. Wheeler

Office Assistant / Receptionist Apprentice

35 hours per week

(Including 1 day at Shipley College completing a Level 2 Customer Services Practitioner course)

Rates of Pay:

16-19 year £4.30 per hour in the first year
Rising to £6.56 (over 18) in the second year.

As a member of the administrative team within our primary school, you will:

- Become part of a friendly school office team.
- Support the School Office manager with communication, admissions, visitors, deliveries, and events in school
- Promote good customer service, dealing efficiently and effectively with visitors, suppliers, council, and other stakeholders
- Help to ensure office systems are effective in providing services to teaching and classroom staff;
- Help to plan and implement new initiatives to ensure an effective service to the school and its stakeholders
- Help manage the schools resources, cash income management and receipt/distribution of deliveries to school staff and students
- Support the administration team with the business and resources function of the school; work in team to review systems as appropriate and ensure compliance
- Work with the administration team to ensure the smooth running of all aspects of school business services including human resources and safeguarding, contracts, facilities, school administration, catering, lettings and ICT services
- Support business administration within school eg outdoor education, on-line payment systems, communication systems, healthy eating initiatives, etc.
- Have a genuine desire to become fully involved in the life of Steeton Primary school and to work as part of the team to provide services as required
- Ensure that data is managed in line with GDPR regulations
- Have a commitment to safeguarding.

For further details or an application form, please ring Kevin Wheeler, Head of School on 01535 653315 or email kevin.wheeler@steeton.bradford.sch.uk.

We are aiming for a quick turnaround for the above posts and hope to have the new apprentice in place by Thursday 30th September 2021.

We are committed to safeguarding and promoting the welfare of children

All posts are subject to references and an enhanced DBS check

Proof of eligibility to work in the UK will be required

Please note: CVs are not accepted for this post

