



ST LUKE'S CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

Headteacher: Mrs. A Grennan
St Luke's Primary School
Park Street South
Blakenhall
Wolverhampton
West Midlands
WV2 3AE

St Luke's is a Church of England (Aided) Primary School which is proud to be a central part of the diverse community of Blakenhall; we create opportunities for children to 'Aspire, Believe and Achieve'.

**Administration Officer (Part-time: Thursday & Friday 8:30 a.m. - 4:00 p.m.)
Grade 4, Scale Point 7-11 (£12.59—£13.47 per hour)
Beginning as soon as possible**

The Governing Body are seeking to appoint an enthusiastic, self-motivated person who adheres to the ethos of our happy Church of England School, to provide support for the admin team in routine general clerical, administrative and financial areas.

The successful applicant will be someone who:

- recognises the place of confidentiality in the office environment
- can act under their own initiative when required
- Has a pleasant, patient demeanor as the first communication point with parents, contractors & visitors.
- Communicate in a professional manner, face to face, over the telephone & by email/text messages etc.
- Can work at speed, accurately, under pressure and keep smiling!
- Is educated to GCSE standard or NVQ or equivalent qualification, or suitable experience in a similar role
- Will be accountable for day to day clerical duties.

Roles & responsibilities

- Class register administration
- Contacting parents/carers.
- Monitoring attendance and undertaking attendance policies and procedures
- Free School Meals information and applications
- Accessing and updating SIMS

School visits welcomed—Please ring the school office to book a place.

Closing Date for Applications: Friday 24th January 2025

St Luke's CE (A) Primary 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.

Phone: 01902 556434



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Web: www.stlukesprimary.co.uk