



Stanton St. Quintin Primary School
Stanton St. Quintin, Nr Chippenham, Wiltshire SN14 6DQ
admin@stanton-st-quintin.wilts.sch.uk

(01666) 837602

Head Teacher: Karen Winterburn

EMPLOYMENT VACANCY

Job title	Primary School Admin Officer/Extended Schools Manager
Number on roll	62
Salary	Grade F Point 9 (£20,344 FTE) minimum
Hours	Part Time (22 ½ hours per week, 38 weeks per year); permanent contract
Commencement date	As soon as possible.
Advertisement closing date	Thursday 9th January 2020 12 noon
Interview date	Tuesday 14th January 2020

Stanton St. Quintin Primary School, is a small village primary school nestled in between the market towns of Chippenham and Malmesbury. Rated 'good' by Ofsted in May 2018, We have a friendly and dynamic team of staff who are dedicated to making learning challenging, exciting, infectious and fun. We are seeking a colleague who shares our school vision to motivate, to educate, to nurture.

We are seeking a committed and dynamic individual with previous school administrative experience and a desire to work with and nurture primary aged children to join our school. The Admin Officer/Extended Services Manager will be a team player who is able to multi task effectively, motivate others and demonstrate a commitment to achieving high standards.

The successful candidate will:

- Lead and manage the extended services of our school to include the wrap around child care provision. Preparing registers, invoicing and managing income, and expenditure and risk management.
- Ensuring the out of hour's provision is fully resourced to include catering and managing the preparation of a light meal / breakfast.
- Supervising the out of hours staffing team, preparing work rotas and coordinating stimulating activities for children.
- Able to plan and deliver a structured, stimulating and fun out of hour's session for children aged 4-11 years.
- Undertake general administration tasks within a busy school office, to include, class letters, organising trips, newsletters, booking transport, training and alike
- Maintaining staff and pupil records using Capita SIMs database, including statutory assessments, pupil census returns, tracking attendance. Meeting deadlines for statutory returns to the DfE and Local Authority.
- Account for income and expenditure from dinner money, trips, music as directed by the

School Bursar. Placing orders and completing finance/admin tasks as directed by the School Bursar.

- The job holder will require finely honed communication and interpersonal skills and know how to use them to reach different audiences including main reception duties and interaction with all school stakeholders, visitors and children.
- The job holder will require excellent administration and organisational skills and be unflappable in a crisis.
- The job holder will need to be available for a working pattern from 1pm – 5.30pm daily during term time.

In return we can offer the successful candidate the opportunity to be part of an enthusiastic, highly motivated and professional team of staff where school leaders are fully committed to the professional development of all our staff.

Additional information

Visits to the school are encouraged. Please contact the school office to arrange a visit (01666 837602) or admin@stanton-st-quintin.wilts.sch.uk

A full application pack is available from the school's website www.stantonschool.net
Or by contacting the school.

Stanton St. Quintin Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure and Barring Service check before appointment is confirmed.