



Colwall C of E Primary School & Nursery
Mill Lane
Malvern
Worcestershire
WR13 6EQ

Telephone: 01684 540532
Email: admin@colwall.hereford.sch.uk
Website: www.colwalleprimary.co.uk

Headteacher: Mrs Gina Harrison

Admin Assistant

This is an exciting opportunity for an enthusiastic and motivated individual to join our team at Colwall C of E Primary School and Nursery.

Administration Assistant

0.5 FTE (Mornings only) and Temporary for the rest of this academic year
Scale: HP3 Scale Point3 (£11.79 per hour)
Start Date: ASAP

We are looking to appoint an enthusiastic, committed and well organised Admin Assistant who is able to step in, embrace our school ethos and values, and support the school team to ensure the effective running of the school administration.

The successful candidate will:

- be experienced in working as part of a team
- maintain an organised and effective working environment
- be an excellent communicator, through in person discussions, telephone conversations and by email
- be confident in the use of ICT and willing to learn new systems where necessary
- support the inclusive ethos of the school, its Christian values and believe the children remain at the heart of everything we do
- maintain positive links with parents and the wider community
- be committed to their own professional development showing a willingness to get involved with whole school projects and developments

Sparkling Curiosity, Unleashing Potential



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We can offer:

- an experienced and supportive staff team
- enthusiastic, happy and well-behaved children
- supportive Governors and parents
- fantastic school facilities and a calming learning environment

The School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. This position is subject to a criminal records check from the Disclosure and Barring Service (DBS)

Please contact the school either via telephone 01684 540532 or via email admin@colwall.hereford.sch.uk for more information and an application pack.

Visits to the school are encouraged. We look forward to welcoming you.

Closing date: Wednesday 18th September

Interview date: Monday 23rd September

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