



**Bigland  
Green  
Primary  
School**

**Bigland Street, London E1 2ND**

**Tel. 020 7702 7088**

## **Admin Officer**

<b>Salary:</b>	Scale 2/3, Points 3-6 depending on qualifications and experience
<b>Start Date:</b>	2 September 2024
<b>Vacancy Hours:</b>	35 hours per week; term-time only
<b>Closing date:</b>	Wednesday 3 July 2024 by 12:30 PM
<b>Interview date:</b>	Friday 5 July 2024

This is a fantastic opportunity for developing a career or for a career progression in school administration or HR (human resources). Bigland Green is looking for an individual who is highly competent in English and mathematics (GCSE grades A\*, A or B; preferably educated to A levels and/or a degree) and has good communication and interpersonal skills. Some experience of working in a school and/or admin/HR is an advantage but not essential for the role. The school will provide training and support to the successful candidate. However, the candidate needs to have good IT, admin and customer service skills.

Bigland Green offers:

- Curious children who are eager to learn, and have good support from parents.
- A highly skilled and versatile admin team that plays a key role in all aspects of the school life and operates as an effective hub for great learning.
- Modern, spacious building with exceptionally good resources for learning.
- A track record of strong commitment to staff training and staff well-being.
- Highly supportive governing body.
- Very good transport links (DLR, Tube and Buses).

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.

**Potential candidates are welcomed and encouraged to visit the school. Please telephone or email to arrange a visit.**

**How to apply:** For an application pack, please visit our website  
<https://biglandgreen.towerhamlets.sch.uk/vacancies/>

Please return your application to: [enquiries@biglandgreen.towerhamlets.sch.uk](mailto:enquiries@biglandgreen.towerhamlets.sch.uk)

*Bigland Green ~ a great place to learn and grow*

# Job description & person specifications for Admin Officer

## Qualifications, skills and experience

The minimum qualifications for the post are A\* to B grades in GCSE English and mathematics. A-Levels and/or a relevant degree is desirable. Applicants must have a good understanding of administrative duties in a school setting. Good verbal and written communication skills in English and good IT skills are essential. Some experience of providing support to the public and/or administrative duties is desirable but not essential. Applicants must also demonstrate that they have good inter-personal and teamwork skills to be short-listed for the post.

If you have at least the minimum qualifications and feel that you can contribute to the school's aim and it's Learning Vision as an attendance officer, then we would like you to make a strong application. Clearly state how you will contribute to the school in your personal statement.

## Core duties:

The post-holder will help monitor pupil attendance, identify support and liaise with other relevant staff as appropriate. They will support with staff recruitment and maintain staff records in accordance with school policy and the legal requirements. The role will also include admin duties relevant to the role and priorities of the school.

## Mission & Vision of the school

Bigland Green Primary School's mission is to provide teaching and learning that helps children to become:

- *confident individuals* who enjoy learning, make progress and achieve;
- *successful learners* who are able to live safe, healthy and fulfilling lives, and;
- *responsible citizens* who make a positive contribution to society and the world.

The school has identified six steps to achieving its mission. These six steps to success are encapsulated in the school's **Learning Vision**. All key stakeholders (pupils, staff, parents, governors & volunteers) strive for the full implementation of the Learning Vision.

