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**Benwick Primary School**

**Post Title: School Secretary**

Benwick Primary School
High Street
Benwick
PE15 0XA
01354 677266
office@benwick.cambs.sch.uk
Number on roll: 101
School Secretary: Grade 3 Level 5-6 (FTE salary £19312.00) pro-rata £13531.70

31.25 hours per week 38 weeks per year / Monday to Friday 8.30am to 3.15pm & Friday with half hour lunch break

Our lovely, small Primary School is looking to appoint a school secretary to become part of our dedicated and professional team at Benwick. The successful candidate will ideally join us in early December 2020.

This is a key role within the school where flexibility is essential, together with the ability to be pro-active and demonstrate good time management skills. The successful applicant will need to be able to operate in a highly organised manner to cope with the demands a very busy school environment where attention to detail and confidentiality are paramount.

The successful candidate will need:-
The ability to maintain confidentiality.
Excellent organisational skills and be able to prioritise tasks and work to deadlines.
The capacity to remain calm and cope with the unexpected.
The ability to communicate clearly, accurately and effectively with a variety of people both verbally and in writing.
The ability to work with Microsoft Office applications including, Word, Excel and MS Outlook as well as SIMs
The ability to multi task within a busy environment
A willingness to learn and be part of a positive and collaborative team.

To work closely with the Headteacher, SLT and school staff.

You will need a proven track record of working in an office environment. Previous experience of working in a school environment and knowledge of SIMS (Schools Information Management System) is desirable, however, training will be provided for the right candidate.

Visits to the school are welcomed, allowing for social distancing. Please contact the school office to make an appointment. For further information about our school, please see our website [www.benwick.cambs.sch.uk](http://www.benwick.cambs.sch.uk)

Benwick Primary School is committed to safeguarding and promoting the welfare of children and as such, any offer of employment would be subject to an enhanced DBS check, health checks and references.

If you would like an application pack please email office@benwick.cambs.sch.uk.

Please apply addressing the person specification and Job Description using our application form. CVs will not be accepted.

Closing date: 2nd November 2020 10:00am

Interviews: 5th November 2020 from 9:00am