

**BRENT KNOLL SCHOOL  
SCHOOL ADMINISTRATIVE OFFICER REQUIRED ASAP  
SALARY SCALE 5**

**The Role**

35 hours per week, 5 days per week

Term time **plus 4 weeks** (to be worked in school holiday periods)

Hours of work – 8am to 4pm (includes a one hour lunch break)

**Location**

Brent Knoll School, Perry Rise, London SE23 2QU

Telephone: 020 8699 1047

Email: [info@brentknollschool.co.uk](mailto:info@brentknollschool.co.uk)

**What We Are Looking For**

We are looking for an experienced, reliable, flexible, highly organised and motivated individual to join us as soon as possible. You will be working in a busy environment and should enjoy working as part of a team. The post holder will be expected to undertake a wide range of administrative office and reception duties. You will be required to interact with staff at all levels as well as children, parents and visitors to the school. Applicants should possess excellent IT skills, a pleasant telephone manner, be self-motivated and have the ability to multi-task. A high standard of written and spoken English is required.

Responsibilities will include;



- Undertake reception duties as required
- answer telephone calls
- deal with face to face and telephone enquiries
- liaise with parents, governors, staff, pupils, outside agencies and visitors to the school
- Maintain manual and computerised records and the school management information system
- Book open mornings, minibuses and rooms
- Assist in administration of clubs, trips etc
- Provide general administrative support such as photocopying, filing, routine correspondence
- Undertake any duties required to ensure the efficient and effective running of the admin department
- All other tasks as assigned and commensurate with the level of the post and as described on the job description attached

Staff at Brent Knoll benefit from an excellent team ethos. We encourage all staff to be active in their professional development. We are committed to the well-being of our staff and offer a programme of activities in support of this

## Salary Details

Salary – Scale 5, spine points 13-15 - currently £27,498 p.a. to £28,497 p.a.

Please note that this is the full time, all year round salary which will be pro rata for term time only **plus** an additional 4 weeks

## Further Information



Brent Knoll is an all age (4-16 years) special school for children with a range of special educational needs. The majority of pupils have social and communication difficulties including autism. In September 2015 the school moved to a brand new purpose built building with outstanding facilities which have provided new and exciting opportunities to enrich the curriculum for the pupils.

At Brent Knoll we are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. Appointments are subject to completion of an enhanced DBS check and receipt of satisfactory references.

We are an equal opportunities employer.

### **How To Apply**

Please complete the application form and the safer recruitment form both of which are attached. Return both forms via email to [hr@brentknollschool.co.uk](mailto:hr@brentknollschool.co.uk) or by post to the school. **CVs are not accepted.**

### **Closing Date**

Closing date for applications: **Sunday 4 September 2022**

Shortlisting: week commencing **Monday 5 September 2022**

Interviews: week commencing **Monday 12 September 2022**

(please note that these dates can be subject to change)

