Part-Time School Secretary

Company: St Johns Priory School

Location: St Johns Road, Banbury OX16 5HX

Reporting to: Head Teacher

Salary: Competitive with excellent pension

Hours: 8:00am until 11:00am, Monday to Friday

Status: Fixed - 1 year Fixed term in the first instance, Term Time Only plus 4 inset days

Start date: ASAP

The opportunity:

- St Johns Priory have an exciting opportunity for a part-time, term time only, School secretary to join our Team on a fixed term contract, in the first instance.
- This is a perfect opportunity for someone who is looking to join a friendly team at our well-respected Preparatory School in Banbury.
- You will be made to feel very welcome from day one as you join our community of like-minded Teachers and support staff, wonderful children and supportive parents and carers.
- We are looking for someone who loves teaching, exerts enthusiasm, embraces responsibility and who can make a difference to each and every one of the pupils they interact with every single day.
- A proactive, professional and 'make a difference' approach is essential for this role.
- If you are looking for a teaching assistant role, working with a friendly and supportive team in a fantastic working environment in Banbury town centre this role is for you......

St Johns Priory School:

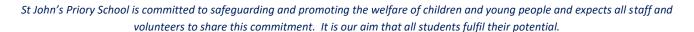
- We are a small friendly co-educational day Prep school for pupils aged 3-11 years in Banbury close to J11 on the M40.
- We are a small close-knit team where we pride ourselves on providing an excellent support service to the School. You could really make a difference to our team ... are you up for the challenge?

The Role:

The ideal person:

You will be able to:

- Front of House Be the school's first point of contact for limited visitors
- Provide secretarial services for the school including, but not limited to: correspondence; communicating with parents / others by phone/email; dealing with visitors to the school and incoming and outgoing messages
- Acting as point of communication between parents and teachers/staff.





- Supporting the Headmistress with administrative tasks, including the weekly newsletter and updating the school website.
- Commit to a one year fixed term contract.
- Maintain the highest levels of confidentiality

You will have experience of:

- Knowledge and understanding relevant to the position essential
- Experience in a similar role- essential
- Website maintenance essential
- Using Microsoft word, excel and database packages to a high standard essential

And bring with you:

- At least GCSE level 4 in English and Maths
- Typing qualifications and shorthand skills would be desirable
- Attitude and aptitude to make a significant contribution to our School ethos that promotes high achievement essential
- Drive to achieve results a commitment to raising achievement essential
- Team player aptitude essential
- a respect and fondness for children;
- excellent communication skills;
- good listening skills;
- the capacity to learn quickly;
- excellent organisational skills;
- the ability to inspire and enthuse young children;
- the ability to inspire, motivate and direct staff members
- energy, resourcefulness, responsibility, patience and a caring nature;
- an understanding of the needs and feelings of children;
- ability to work independently, as well as being able to work in a team;
- a sense of humour and the ability to keep things in perspective.
- The work is often active and you will need stamina to keep up with the needs of a large group of young, lively children. Creative skills such as music, dance, drama, arts and crafts are advantageous..

The Package:

In return you will:

- Receive a good salary
- · Generous holidays and bank holidays
- Company Pension and benefits
- Continuing professional development
- Have the opportunity to work with a great team in a wonderfully supportive working environment

Please complete out application form along with a covering email describing what you can bring to the role and what difference you can make to our children to sbm@stjohnspriory.co.uk

For further information, a role profile and application form please email Ruth Derbyshire; sbm@stjohnspriory.co.uk

Closing date: 15/10/2021 We look forward to hearing from you.

St John's Priory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All cases are considered confidentially and according to the nature of the role and information disclosed.