

## Part-Time School Secretary



<b>Company:</b>	<b>St Johns Priory School</b>
<b>Location:</b>	<b>St Johns Road, Banbury OX16 5HX</b>
<b>Reporting to:</b>	<b>Head Teacher</b>
<b>Salary:</b>	<b>Competitive with excellent pension</b>
<b>Hours:</b>	<b>8:00am until 11:00am, Monday to Friday</b>
<b>Status:</b>	<b>Fixed - 1 year Fixed term in the first instance, Term Time Only plus 4 inset days</b>
<b>Start date:</b>	<b>ASAP</b>

### 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.

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- 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

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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](mailto:sbm@stjohnspriory.co.uk)

For further information, a role profile and application form please email Ruth Derbyshire; [sbm@stjohnspriory.co.uk](mailto:sbm@stjohnspriory.co.uk)

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

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