



Vallis First School, Milk Street, Frome, BA11 3DB  
Tel: 01373 462657 Email: [office@vallisfirstschool.org.uk](mailto:office@vallisfirstschool.org.uk)  
Age Range 4-9, NOR 232

## Office Administrator Vacancy

**24 hours per week over three days during term time only**

**Salary Grade 15, £20,812 – £21,189 pro rata, (depending on relevant experience and qualifications – pay award pending)**

We are looking for a self-motivated, friendly and flexible person to join our busy school office on a part time, term time only basis (ideally working days would be Tuesday – Thursday, but this can be discussed further at interview). This is an exciting opportunity to work in a strong team within a good school with friendly and enthusiastic children and staff. Experience of working in an office environment and using the SIMS school database is desirable but not essential as full training will be provided to the successful applicant. You will need to enjoy working with children and be able to deal with the unexpected (and sometimes unconventional) situations that can only happen in a school office! The ability to communicate with children, parents, staff and visitors in a friendly, calm and professional manner in all circumstances is crucial.

You will be someone who is highly organised with excellent administration skills and:

- Committed to safeguarding the children in our care and adheres to safeguarding policy and procedures;
- IT literate;
- Has integrity and maintains confidentiality;
- Has the ability to work independently and as part of a team.

Vallis First School is committed to safeguarding its children and this post requires clearance through the disclosure and barring service.

You are very welcome to visit the school and talk to the Headteacher, Mr Nick Firkins about the post and meet our existing office team. For more information or to arrange to visit the school please contact [sue.cobb@vallisfirstschool.org.uk](mailto:sue.cobb@vallisfirstschool.org.uk).

Application forms can be downloaded from the Somerset Council job vacancies website <https://www.somerset.gov.uk/jobs-and-careers/>.

Please include the e-mail addresses and telephone numbers of your referees on your application.

Closing date: 3<sup>rd</sup> November 2023

Interview date: Week Commencing 6<sup>th</sup> November 2023