

## **Job Advert**

**Job Title: Communications and Administration Officer**

**Grade:** G5, £24,130 - £25,771 per annum (depending on experience)

**Work pattern:** 35 hour per week, Term Time Only + 5 INSET days (39 weeks)

**Contract Type:** Permanent

**Start Date:** September 2024

Would you like a fulfilling job at our amazing school? Join our Office team as a Communication and Administration Officer!

We are seeking an enthusiastic and dynamic individual to manage the school's communications, including newsletters and social media. The role also involves overseeing bookings for trips, clubs, music, and events, ensuring a variety of opportunities for our students. Additionally, you'll cover the reception desk at certain times during the week.

We seek someone organised with excellent communication skills. Social media experience is a plus. This is a new role so there is scope to develop it to suit the needs of the school.

Apply now to be part of our team!

### **JOB OVERVIEW:**

#### **We are looking for someone who:**

- Is hard working
- Committed to our PW values
- Has experience of working in a school office and able to pick up the tasks quickly.
- Has good communication skills but orally and written.
- Is adaptable and can use initiative.
- Has a 'can do' positive attitude
- Is a team player
- Has good people skills and will support our welcoming office environment.
- Has good knowledge of modern systems used to support office communication e.g. Arbor. Social media.

### **WHY CHOOSE US**

This is an exciting time to join our thriving primary school, recently rated outstanding by OFSTED. We are committed to providing the best educational opportunities for our students and families.

As we adapt our office systems for greater efficiency, we seek someone with fresh ideas to grow this role. We value teamwork and need someone who will support the everyday workings of the office.

We offer

- A caring school
- Well-resourced school
- A supportive and friendly staff team
- A commitment to supporting staff well-being

Pinner Wood School is committed to providing equality of opportunity and safeguarding, promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to complete an enhanced DBS check application form and if shortlisted complete a confidential self-disclosure form. We complete online checks of any potential candidates.

### **Apply online only**

For further information, please download the application pack from the school website: [Recruitment - PWS \(pinnerwood.harrow.sch.uk\)](https://pinnerwood.harrow.sch.uk)

Visits are warmly welcomed and encouraged. Please contact the school to make an appointment with Miss Sarah Marriott, the Headteacher.

Closing date: Monday 15<sup>th</sup> July 2024 at 9am

Shortlisting: Monday 15<sup>th</sup> July 2024

Interviews: Wednesday 17<sup>th</sup> July 2024

Please submit your application to: [recruitment@pinnerwood.co.uk](mailto:recruitment@pinnerwood.co.uk)