

## Vacancy for Part-time Administrator

Pay Scale: 5 (£25,137 to £26,520 per annum, to be pro rata)

Start Date: ASAP

Hours of Work: 21 hours per week, term time only (days/hours negotiable)



eastbury  
primary  
school

Eastbury Primary School is a four form entry school in Barking and Dagenham. We are a fully inclusive school with our own Deaf ARP. Our school is set in a beautiful, modern building with a newly developed outdoor play and reading area. We serve a catchment of wonderful children who have a real enthusiasm for learning.

We are seeking to appoint a dedicated and hardworking Administrative Assistant to join our existing front office team.

### We are looking for someone who has:

- Excellent organisational skills and attention to detail
- Outstanding written and spoken communication skills
- Experience of working in an HR administrative role
- Experience of SIMS, or similar database

### We offer:

- The opportunity to work alongside a supportive, friendly and dedicated team of professionals
- Opportunities for high quality CPD, tailored specifically to individuals
- An excellent working environment

Eastbury Primary school is committed to safeguarding and promoting the welfare of children, and an enhanced DBS will be required.

To apply for this position and to request a job description and person specification please email [office@eps.barking-dagenham.sch.uk](mailto:office@eps.barking-dagenham.sch.uk)

**Closing Date:** Monday 18<sup>th</sup> January 2021 at 12 noon

**Shortlisting:** Wednesday 20<sup>th</sup> January 2021

**Interviews:** week commencing Monday 25<sup>th</sup> January 2021

Only shortlisted candidates will be contacted.

Eastbury Primary School  
Dawson Avenue, Barking, Essex, IG11 9QQ  
Tel: 0208 477 9910  
Email: [office@eps.barking-dagenham.sch.uk](mailto:office@eps.barking-dagenham.sch.uk)  
Web: [www.eps.barking-dagenham.sch.uk](http://www.eps.barking-dagenham.sch.uk)

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