



Position: Administration Assistant
Salary Grade: SC 4/5 In Line With Experience
Actual Salary: £27,143.09 – £30,183.83
Hours: Negotiable between 8am and 6pm (Full time 35 hours)
Start: April 2024

We are seeking an Administration Assistant with a high level of IT knowledge and experience who is ready to join our dynamic creative school. You will have excellent customer service skills and will be responsible for an effective and efficient, confidential administrative support for the school in addition to providing general administrative support to the Senior Admin Officer, Headteacher and SLT. From greeting parents and ensuring visitor security to managing communications.

The post-holder is required to be flexible in their approach to work, with a positive attitude and will be expected to cover for colleagues when necessary. Duties and responsibilities will include, but are not limited to, those outlined in the job description. This may be modified by the Headteacher to reflect or anticipate changes in the job, commensurate with the salary and job title.

The Contract will be Term Time only + 2 weeks.

We can offer you the opportunity to;

- ✧ work in a creative, dynamic one form entry school
- ✧ join a committed and creative leadership team and staff
- ✧ be part of a collective culture working towards a shared vision
- ✧ work collaboratively with a range of other schools, including CPD, through our forward thinking 'Maamulaha' schools' network. <http://www.maamulaha.co.uk/>
- ✧ work in an unbeatable location in the vibrant area of inner-city London nestled between Kings Cross and Angel Islington
- ✧ benefit from excellent transport links

We strongly encourage you to visit the school, please call to book a visit on 020 7607 4115.

Closing date: Noon Monday 18th March 2024

Interviews: On successful application

Robert Blair is committed to the safeguarding the welfare of young people and expects all staff and volunteers to share this commitment. All appointments are subject to DBS checks and excellent references. This post falls under the requirements of the Childcare (Disqualification) 2009 Regulations. The successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

