



Dean Field Community Primary School
Cousin Lane
Ovenden
HX2 8DQ
Telephone: 01422 258258

Dean Field School is vibrant one form entry primary school at the heart of the Ovenden community. Dean Field is part of the Family of Learning Trust and is a key partner working in collaboration with schools across the Trust to drive strong educational development, particularly in schools that face challenging circumstances.

At Dean Field we are determined to continue to improve standards and outcomes across the school. We are committed to providing a nurturing and secure environment for our pupils to learn. Our Ofsted rating of "Good" (April 2022) demonstrates this commitment and we are looking for likeminded colleagues to join our school and Trust.

We have following post available to commence as soon as possible:

Office Administrator

Hours: 22.5 hours per week, term time only.

Working pattern: Monday 8:00am to 4:15pm, Thursday 8:00am to 4:15pm and Friday 8:00am to 3:30pm

Salary: Scale 3, points 5-6, actual annual salary of £12, 929 to £13, 134

Term: Temporary to cover maternity leave

We are seeking someone who is focused, flexible and a self-motivated to work as part of our dedicated office team. You will need school experience and understand the importance of the duties required in a busy reception/office area of a primary school, including having a calm approach in difficult situations.

As our Office Administrator you will work with various stakeholders within the school and local community, therefore excellent communication skills will be required. The ideal candidate will have strong information technology and word processing skills, be committed, flexible and able to prioritise workloads. Knowledge with school specific software (SIMS) and previous experience in a school office environment would be an advantage to enable you to quickly integrate into the role. You will need to show initiative, maintaining ownership of the responsibilities that you are given and meet deadlines. You will need to be a good listener and have the ability to build good working relationships with everyone in the school community.

In return, we offer a benefit package that includes:

- Membership of Local Government Pension Scheme with employer contribution of approximately 16.8%

- An Employee Assistance Programme, offering support and access to resources to help you maintain a healthy work life balance
- Commitment to professional development for all staff recognised through our Investors in People Platinum award (July 2023)
- Free refreshments and light snacks available in the staff room
- Free car parking

Our school also offers you the opportunity to:

- Work in a friendly, caring and inclusive community where everyone is valued.
- Engage with enthusiastic children who enjoy learning.
- Support teachers to deliver a rich and exciting curriculum, recognised through a range of curriculum awards.
- Work with an experienced, supportive and successful team who love to work collaboratively.
- Development that will support you on your chosen career path.

Please visit our website: www.deanfieldschool.co.uk for an application pack. Please note we do not accept CVs, only a fully completed Dean Field School application form will be accepted.

Previous applicants need not apply

For further information about the role please view our website or contact Dawn Edwards, School Business Manager on 01422 258258.

CLOSING DATE: noon on Friday 13th December 2024

You will be contacted by email to inform you if you have been selected for an interview.

The trustees of the Family of Learning Trust and the Governors of Dean Field School are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS (formerly CRB) from the Disclosure and Barring Service and other pre-employment checks before the appointment is confirmed.