



The Forest Federation  
of Soudley, Steam Mills and Woodside Primary Schools

Advert for Receptionist and Administration Support

Soudley Primary School are looking for a kind, empathetic and hardworking person to join our team.

Key responsibilities of this role will include:

- Meet and greet for all visitors
- Responding to requests and enquiries via telephone, emails, in person
- Uploading information to the website and to Parent Pay
- Managing records through SIMS
- Parent Pay administration
- Checking daily attendance
- First Aid
- General office duties

Previous experience of working within a school environment and a good knowledge of SIMS is desirable, but training is available where required.

Hours to be worked as three days preferably but can be flexible, term time only (plus 5 INSET days).

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.

As part of the Forest Federation, the successful candidate could be asked to work at any of the three schools in the future, if required.

Application deadline: 18/10/2024

Pay: Grade 4 points 7-10 £24,294-£25,545 pro rata

Contract type: Part time and permanent, term time only