

**Franciscan Primary School**  
**221 Franciscan Road**  
**Tooting, London**  
**SW17 8HQ**  
**Tel: 020 8672 3048**  
**Fax: 020 8672 9452**  
**E-mail: [admin@franciscan.wandsworth.sch.uk](mailto:admin@franciscan.wandsworth.sch.uk)**  
**Headteacher: Pat Andre-Watson**  
**NOR 463**

**Admissions & Attendance Administrator**  
**(Maternity Cover)**

**Scale 2, SCP 11-13**

**Term time only**

**20 hours per week - Monday to Friday – 8.30am to 12.30pm**

**Required from 1<sup>st</sup> September 2017**

We are looking to appoint a highly organised, pro-active, professional individual, with effective communication skills, to provide strong administrative support for admissions and the whole school attendance. The successful candidate will possess excellent organisation, administration, communication and IT skills (SIMs knowledge is essential). This post will be based in a busy School Office and will require the highest level of customer service to the wider school.

You will:

- Have experience of working in a busy office environment, preferably within a school or educational setting.
- Be able to work as a proactive member of the admin team
- Have a positive attitude to work
- Demonstrate excellent interpersonal skills with colleagues, parents, members of the public and our children
- Be able to plan and prioritise your work and show high levels of organisation
- Show a willingness to learn and develop your skills.

We are committed to ensuring that all staff have excellent opportunities for professional development.

We offer the opportunity to play a significant role in a school with a strong team ethos, motivated pupils and a friendly and supportive working environment.

Visits to the school are warmly welcomed. Please contact Mrs Joanna Gibbons, School Business Manager, on 0208 672 3048 to arrange a suitable time.

**For further information and to apply please download an application and details from the Wandsworth Council website <https://jobs.wandsworth.gov.uk/>. If you have any enquiries please either email [admin@franciscan.wandsworth.sch.uk](mailto:admin@franciscan.wandsworth.sch.uk) or call the school office on 0208 672 3048.**

**Completed application forms should be emailed to [admin@franciscan.wandsworth.sch.uk](mailto:admin@franciscan.wandsworth.sch.uk) or posted to Mrs Joanna Gibbons, School Business Manager, at the school address. (Please note: Personal statements must be no longer than 2 sides of A4)**

**Closing date: Friday 30<sup>th</sup> June, 2017 (at noon)**

**Interviews: Week commencing 10<sup>th</sup> July, 2017**

Please note that if you have not been contacted by Monday 3<sup>rd</sup> July, you have not been successful in your application.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to a DBS check.

CVs are not accepted.