



Closing date 03rd January 2022

Interviews Friday 7th January

ADMISSIONS AND ADMIN OFFICER

JOHN DONNE PRIMARY SCHOOL

Grade 4 Spine point 6 (£23'850)– pro rota

**35 hours per week, Term Time Only (39 weeks + 4 weeks holiday),
January start.**

'John Donne Primary is an outstanding school which enables pupils from diverse backgrounds to make rapid progress in acquiring basic skills and knowledge, while at the same time equipping them with an impressive range of personal qualities. (Ofsted October 2011)'

Our school is based in Southwark, South East London. We are in multicultural area where we have a highly pastoral & caring ethos, working with children and families and serving a diverse community.

We are currently seeking an experienced Admissions and Admin Officer to join our front of house team. Along with your knowledge of SIMS and well-developed skills and knowledge of Microsoft Office, you will be if a friendly disposition with good communication skills. You will closely with the School Business Manager and provide general admin support as well ensuring timely transfer of pupil in and out of the school.

If you are flexible and capable of working in a fast-paced environment and ready for your next challenge, this could be the role for you.

Submit your completed application to office@idacademy.org.uk by

Monday 03rd January 2022

DISCLAIMER: *Communitas Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to pre-employment checks, references will be sought and successful candidates will need to undertake an enhanced DBS check.*

