

Decoy Primary School is seeking to recruit a Senior Administrative Officer to join our happy and hardworking administration team.

The successful candidate will:

- be able to multi-task and have a flexible approach to the wide range of work involved
- be confident to use data management and financial systems
- have excellent verbal and written communication skills
- have excellent organisational skills and the ability to prioritise work to meet deadlines
- be both personable and professional
- Have an excellent working knowledge and understanding of confidentiality

Training is available for this role.

Decoy is a thriving school in Newton Abbot with a talented staff team and a happy and hardworking school community. Applicants are encouraged to visit.

Decoy Primary School is committed to safeguarding and promoting the welfare of children. All staff employed at our school must be dedicated to securing the safety and well-being of children. The successful applicant will be required to undertake an enhanced criminal records disclosure check.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Application form, job description and person specification are available on our website:
www.decoyschool.co.uk

Please send completed application forms to
vacancy@decoyschool.co.uk

Closing date: Wednesday 10th October 2018