Job Advert

JOB TITLE: Administration and Welfare Assistant

REFERENCE: Non Teaching  
Location: Mayespark Primary  
HOURS: Part Time – 11.00am to 4.30pm (1/2 hour break)

5 days per week, term time only

Salary: LBR 4, Scale 07

We are seeking an admin/welfare assistant with school experience to join our team.

Part of the role includes:

* Providing first aid and looking after sick pupils
* Co-ordinating, administering and maintaining pupil care plans for pupils with specific medical needs
* Liaising with local health authorities and parents
* Ensuring the needs of pupil’s with dietary requirements are met
* Providing administrative support, including photocopying, typing, responding to routine correspondence and taking notes at meetings
* Maintaining manual and computerised records
* Undertaking reception duties
* Sorting and distributing post and email

**Please read the full job description and person specification for details of the job required.**

Closing date: Friday 8th December 2023 at midday.

Interviews: w/b 11th December 2023

Download the application form and email to: [office@mayespark.redbridge.sch.uk](mailto:office@mayespark.redbridge.sch.uk)

Please contact Shazia Parveen, School Business Leader, for further details.