

**Administrative Officer**  
**JOB REF 8.4b**  
**GRADE 6**  
**37 HOURS PER WEEK TERM TIME ONLY**

Damers School is a large, thriving, inclusive, ECO school where all pupils have a chance to learn well.

An opportunity has arisen for a new Administrative Officer in our busy school office and we are looking for the right person to provide efficient and confidential administrative support within the school, whilst dealing with day-to-day office activities.

Previous experience of working in a busy school environment is highly desirable or being able to demonstrate relevant transferable skills and abilities from other business areas.

We are looking for someone who has:

- strong interpersonal and communication skills
- excellent organisational and administrative skills
- a willingness to learn new skills and work as part of a team
- the ability to thrive in a fast-paced working environment prone to regular interruptions
- positive and mutually supportive relationships with colleagues and parents

The post holder will be responsible for:

- Providing administrative support to ensure the smooth and efficient running of the school
- Producing accurate, concise and timely documentation, maintaining electronic systems
- The administration of pupil admissions and other pupil processes including attendance using MIS and specialised systems
- Managing communications to parents using appropriate systems
- Welcoming and managing visitors to the school

If this sounds like you, then we can offer:

- a friendly, supportive working environment which offers equal opportunities for all
- a genuine commitment to supporting professional development
- access to the local government pension scheme
- a range of employee benefits including an employee assistance programme

Applicants should apply online at [Dorset council jobs](https://www.dorsetcouncil.gov.uk/jobs), or request an application form from the School Office.

Visits to the school are warmly welcomed and encouraged. For more information about the school please visit our website [www.damers.dorset.sch.uk](http://www.damers.dorset.sch.uk)

Damers First School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidates will be required to undertake an enhanced Disclosure and Barring Service Check (formerly known as CRB) and online searches will be carried out on shortlisted candidates.

Closing date for applications: Tuesday 30 January Midday  
Interviews to be held: Thursday 8 February

**Post start date: As soon as possible**

*Damers First School is part of a small but vibrant multi-academy trust, working in partnership with a small group of local cross phase schools and Wessex Teach, offering exciting opportunities for professional development and training.*