

Riverside School Renwick Road Barking IG11 0FU Email: riverside@riverside.bardaglea.org.uk Headteacher: Andrew Roberts	Admin Assistant APT & C Scale 3 – Point 14 £15,400 per annum (Term-time only) Required: as soon as possible
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Required as soon as possible, an Admin Assistant to join an exciting new Secondary School which opened in 2012. Riverside School serves the growing Barking Riverside community on the banks of the Thames in superb newly-built accommodation and is already fully-subscribed.

Closing date for receipt of completed applications: noon, Wednesday 11th July 2018

“Excellence for All” on Barking Riverside

MAIN ACTIVITIES

1. Staff absence/attendance monitoring and recording.
2. Administration of staff cover system in Sims.
3. Student attendance checking and absence recording.
4. Student attendance administration.
5. Managing emails and correspondence both internally and externally.

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Headteacher within the grading level of the post and the competence of the post holder.

The school is committed to safeguarding and protecting the welfare of children and as such all appointments are subject to an enhanced DBS (CRB) check. Appointments are also subject to satisfactory references/medical clearance

Application forms can be found on the school website: <http://riversidecampus.com/Secondary>

Completed applications should be returned by email to riverside@riverside.bardaglea.org.uk

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