



St David's
Primary School Germany

Vacancy Notice for School Administrative Officer at St David's School

St. David's School is looking to recruit a School Administrative Officer. Candidates should be able to work under pressure and deal sensitively with children and adults. Experience of working in a busy office environment, handling confidential information appropriately and knowledge of computers are desirable requirements. A willingness to undertake training is an essential requirement for this post. In a school no two days are the same and a flexible approach to your role is essential.

The post is permanent and is for 15 hours per week, initially 1200-1500hrs each day, although this may be altered by mutual agreement and as a result of business needs. The grade is CS5; salary will be on a pro rata basis. For more information please go to <https://bfgnet.de/employment/pay-advice/dep-pay>

At St. David's School the support staff team play a key role working alongside pupils (3-11 years) and staff, assisting in promoting the best provision possible for the pupils in our care. A comprehensive training programme, including dedicated staff training days, is offered to develop your skills and confidence, and promote employability on posting.

St David's School is committed to safeguarding and to promoting the welfare of children and young people. Due to these posts affording access to children, candidates will be required to undertake pre-employment checks which will include a Disclosure and Barring Service check and a declaration that neither they nor anyone who lives in the same household is a disqualified person under the Childcare (Disqualification) Regulations 2009. Also required is an overseas and / or local Police check, a Health Check and three references in line with our Child Protection and Safeguarding Policies.

For an application form and full person specifications please contact the school office.

We welcome visits to the school – please call the office to make an appointment.

The closing date for applications is Friday 21st June 2019 (1200hrs CET).

MoD Schools is an equal opportunities employer. At this stage this post is open to dependants of British personnel attached to Ramstein Airbase.

POST ID: RHRAPS0032