



# JOHN BRAMSTON PRIMARY SCHOOL

NEWCASTLE AVENUE, HAINAULT, ESSEX, IG6 3EE  
Headteacher: Mrs Melanie Dye - B.A. Hons, B.A. in Ed., NPQH  
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'You can achieve if you believe...'

## Data Administrative Assistant

35 hours per week, 45.60 weeks per year

Salary: LBR Grade 5 - £31,524 - £32,931 **pro rata**, Scale Point 12-15 / LBR Grade 6 -  
£34,416 **pro rata**

**Depending on Experience**

An incredible opportunity is now available for a skilled, motivated and people focused person to work in our school office. You will join us as the school is excited to be preparing for a whole new rebuild, offering modern and innovative facilities.

We are proud of our outstanding school ethos and shared values – empowered by our learning awards, as a Beacon Level **GOLD UNICEF Rights Respecting School and GOLD Mental Health and Wellbeing School.**

Staff share our highly empathetic, caring and practice positive stakeholder valued approaches. As we aspire to have leading staff in our key roles; this role has been upgraded to attract the most suitable candidates.

We are seeking someone who:

- Has the ability to contribute and work effectively as part of a supportive and friendly team
- Is time efficient with a friendly demeanour to support visitors and parents
- Is experienced in administrative, financial and IT Portal work
- Is keen to learn new skills with a proactive solution based response
- Wants to work at the heart of our school, immersed in a variable and fast pace environment
- Can adapt to changing and detailed computer systems with online financial systems
- Has a “can do” approach to the changing environments of schools

The successful candidate will be specifically responsible for:

- Building and maintaining the school pupil database
- Assist with financial work, supporting the School Business Manager
- Pupil Admissions to the school with detailed IT analysis and liaisons with external LA Services
- Maintenance of pupil data assessment records
- Secretarial/Data preparation support for Senior Leadership Team
- First Aid support and management of supplies
- Pupil school dinner management and support Lunchtime Welfare
- Diary/Fronter Portal management
- Governor support with additional Headteacher directives
- Supporting Lunchtime Welfare arrangements

Aspiration and Achievement



Creativity and Enjoyment



Respect and Responsibility



- We can offer a great working environment with lovely, friendly children, who love coming to school
- An exciting, creative working environment
- A great team of hard-working dedicated and supportive staff
- A school that is creative, forward thinking and committed to high expectations for all
- A school that is committed to high quality CPD and many opportunities

**John Bramston Primary School is committed to safeguarding and promoting the welfare of children and adults and expects all members of staff to share this commitment. Enhanced DBS Disclosure is required for this post.**

**Visits to the school are most welcomed**

**Closing Date: 12<sup>th</sup> December at 12 noon.**

Interviews planned for week commencing 16<sup>th</sup> December 2024.

For an application pack please visit our website at: [www.johnbramston.redbridge.sch.uk](http://www.johnbramston.redbridge.sch.uk)

Article 28 – Children have the right to a good education

Article 29 – Children have the right to be the best that they can be

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