**School Admin Officer - Pupils**

**Grade 4 spine 7 – Grade 5 spine 15**

**£21,298 - £24,893 per annum actual pay depending on qualifications**

**& experience**

**Hours: 7:30am to 3:30am (including ¾ hour lunch break).**

**36 hours per week,**

**Term time plus 5 INSET days and 5 days in school holidays**

**(40 weeks per year).**

**Start: As soon as possible**

Oak Lodge School is a special school with a residential provision for D/deaf students and those with speech, language and communication needs, aged 10-19.

We are looking to add a reliable, hard-working, self-motivated, friendly and flexible person with excellent SIMS skills to our admin team. Good team work is essential as well as the ability to work alone on your own initiative.

You will be committed to providing an efficient and accurate service and be able to communicate in a friendly clear and effective manner.

As part of the admin team you will be responsible for pupil admin and record keeping. To do this you will need –

* experience of working in a school
* excellent SIMS skills including designing and running reports
* experience of producing and submitting school census returns
* the ability to prioritise work and work to deadlines
* to be proficient in the use of Word and Excel
* Line management skills (you will be line managing reception staff)

We can offer a friendly and supportive environment with training opportunities.

Please ensure you fully complete all sections of the application. In section 6 please include details of how you meet the person specification.

**An information pack, including a Job Description and Person Specification can be downloaded below or the school website:** [**www.oaklodge.wandsworth.sch.uk**](http://www.oaklodge.wandsworth.sch.uk/) **(W)**

**To apply please download an application pack from the Wandsworth Council website which can be found via the ‘visit website’ button at the top of this page or the school website:** [**www.oaklodge.wandsworth.sch.uk**](http://www.oaklodge.wandsworth.sch.uk/)**. (G)**

**Completed applications should be e-mailed to** **recruitment@oaklodge.wandsworth.sch.uk**

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**Closing date: Friday 22nd October 2021 (at midday)**

**Interviews: Week commencing 25th October 2021**

Oak Lodge and all its personnel are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment.

This post is subject to an Enhanced DBS check.

CVs ARE NOT ACCEPTED

**OAK LODGE SCHOOL
101, Nightingale Lane,
London SW12 8NA
Tel: 020 8673 3453**