



Wakefield Girls' High School

(GSA Day School, 763 Girls 7-18 years)

Attendance and Administration Assistant

Actual starting salary £16,956.77 pa
with progression to £18,635.60 pa

We currently have a vacancy for the role of Attendance and Administration Assistant at Wakefield Girls' working in the Senior Section. The successful candidate will join our small, friendly and busy school office by December 2021 or as soon as practicable.

This is a busy role with responsibility for monitoring, updating and reporting on students' attendance on a daily basis, taking care to ensure the information is accurate and up to date. The successful candidate will also provide a professional and efficient service as part of the school office team, providing administrative support to the staff, students and parents as required.

What you will need:

- The ability to multi-task in a reactive and busy environment.
- An excellent knowledge of Google Workspace and Microsoft Office (Word and Excel). Firefly and SIMS would be an advantage (or a willingness to be trained).
- A highly organised approach and able to work independently.
- Confidence in communicating with a variety of key stakeholders; including parents, students, teachers and senior leadership team.
- Flexibility and a willingness to work as part of a team.

This role is term time (including INSET) plus three weeks during the school holidays. The hours of work are 37.5 hours a week (08.00 am to 4.30 pm with a one hour unpaid lunch break)

As part of our commitment to safeguarding and promoting the welfare of children, the successful candidate will be required to undertake an Enhanced Disclosure and Barring Check.

Further details and an application form can be obtained from the recruitment section of our website www.wgsf.org.uk or by emailing the HR Department at jobs@wgsf.net

Applications by CV cannot be accepted.

Closing date for applications: 9.00 am on Monday 1st November 2021.



Wakefield Grammar
School Foundation

wgsf.org.uk