

School Behaviour & Attendance Partnership (SBAP)  
Banks Road Infant and Nursery School  
Banks Road  
Toton  
Nottingham  
Beeston  
NG9 6HE



## **Office Administrator - Term Time Only (Temporary)**

**Salary: Grade 3 pt 5 - 7, 4 hours per week**

The Governors of Banks Road Infant and Nursery School wish to appoint a flexible and well organised office administrator to join our dedicated SBAP staff of professionals.

The hours for the post will be 4 hours per week, preferably on a Monday, and you will be based at The Lanes Primary School, Cator Lane, Chilwell, Nottingham, NG9 4BB. (Although at present the majority of your work will be at home and via Zoom).

The SBAP team support 21 schools in the South Broxtowe area. We work with schools to prevent exclusions. Many of the children that are on our case load have SEMH difficulties and often have a neurological diagnosis.

This role requires someone with excellent interpersonal, clerical and administrative skills.

The successful candidate will promote the highest standards of business ethos within the administrative function of the SBAP team.

The successful candidate will have:

1. To work to defined standard business processes in performing a wide and varied range of administrative tasks having due regard to confidentiality and safeguarding.
2. to organise and send agendas
3. To attend meetings, minute taking, recording and circulating of the minutes.
4. filing case notes on the Google Drive
5. Develop basic systems and processes to meet operational needs and to ensure the high quality of information held.
6. To provide advice, guidance and support to other SBAP staff as required.
7. Any other duties that are relevant to this role

The SBAP team will offer you:

- A positive environment with supportive staff.

- The chance to innovate.
- A commitment to provide on-going professional development to meet your needs and your professional ambitions.

For further information regarding this role, please contact Mrs Zena Mayes on: [zena.mayes@nottsgov.uk](mailto:zena.mayes@nottsgov.uk)

To apply please contact the school for an application pack, return completed applications to the school or email to: [office@totonbanksroad.notts.sch.uk](mailto:office@totonbanksroad.notts.sch.uk)

**Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check.**

Closing date: 1<sup>st</sup> November 2021 at noon.

Interviews will be held shortly after.