**Paces School**

Currently have a vacancy for a

**Administration Worker**

Paces is a leading specialist centre for children with Cerebral Palsy and other motor disorders, with an ever growing reputation for excellence in Conductive Education.  Our school has been rated as 'Outstanding in every category' by Ofsted. Conductive Education as a holistic approach is unique and is highly effective in meeting the learning needs of our children and young people.

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| **Job title:** | Administration Assistant |
| **Hours:** | Monday, Thursday and Friday 8.30am – 4.30pm |
| **Rate of Pay:** | £8.45 per hour |
| **Key duties:**  | * All duties required within the remit of this role, including but not limited to:
* Organising and maintaining diaries and making appointments.
* Deal with incoming emails, faxes and post. Screening phone calls, enquiries and requests, and handling them when appropriate.
* Attend meetings and take Minutes when required.
* Make sure documents are prepared as needed.
* Keep records up to date
* Filing / Photocopying and scanning duties
* Typing and setting up documents, such as letters and reports
* Upload documents/photos/videos to the Schools' Internet storage
* Use of Microsoft Office
* Carry out research when required
* Recording of data
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| **Essential qualifications, knowledge, experience or skills:** | * Adaptability
* Good Interpersonal Skills
* Ability to multitask
* Excellent Organisational Skills
* Excellent Communication Skills
* Working knowledge of IT skills and Microsoft Office
* Ability to prioritise work and manage time effectively
* Able to follow direction and complete tasks as required and to a set deadline
* A friendly and approachable personality
* Ability to work well under pressure
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| **Location:** | High Green, Sheffield, UK |
| **Key requirements:** | This post is subject to a standard DBS application to the Disclosure and Barring service. |

If you would like an application form, please email: KellyEmerson@PacesSheffield.org.uk

Or call 0114 2844488.

**Closing Date: Friday 13th October at 5pm**