



**ROLE:** Admin Officer

**SCHOOL:** Harefield Primary School

**HOURS:** 37 hours per week, 8.00 am until 4 pm Monday to Friday 35 minutes lunch Term time + up to one week

**SALARY:** Grade 7 scp 26-31 £20,424 - £24,151 actual (£23,866 - £28,221 pro rata)

**CLOSING DATE:** 5<sup>th</sup> July 2019

**INTERVIEW DATE:** 11<sup>th</sup> July 2019

**START DATE:** 2<sup>nd</sup> September 2019 (or sooner if possible)

**ADVERT:**

Due to the promotion of our current Admin Officer, we are looking for a dynamic, enthusiastic and highly organised individual with a cheerful 'can do' approach who can take a leading role on all aspects of pupil administration. Previous experience within a school is necessary as extensive SIMS knowledge and experience of using other systems such as Tucasi, ParentMail and CPOMS is required.

The successful candidate will be double manning the reception desk with our Admin Assistants and as such will be the face of the school, providing excellent customer service for our pupils, parents, staff and visitors. Therefore a calm, professional and welcoming approach is essential. This role is challenging and varied so we are looking for someone who can work efficiently in a busy environment and is able to cope with meeting conflicting deadlines despite interruptions! This role gives the right person a great opportunity to make a significant contribution by developing the school's administrative service to pupils and parents.

Excellent organisational, literacy, numeracy and IT skills are essential for this role. The ability to remain impartial, comply with data protection legislation and maintain confidentiality is paramount.

**WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO:**

- \* Can work on their own initiative proactively seeking solutions to issues and creating innovative systems and procedures which enhance both the quality of output and productivity levels.
- \* Is able to prioritise, ensuring safeguarding issues are utmost at all times.
- \* Is organised and works to a high degree of accuracy managing deadlines.
- \* is a good team player, able to communicate well with both children and adults.

**WE CAN OFFER YOU:**

- Excellent CPD opportunities and Training and Development Programmes
- In-house Teaching School
- An individual induction programme supported by a mentor

- Networking groups for Teachers, Business Managers, Site Teams and IT staff
- Eligibility to join the Teachers' Pension Scheme or Local Government Pension Scheme
- A tax efficient childcare scheme through salary sacrifice
- Generous holiday entitlement for staff working 52 weeks per year which increases with length of service
- Free eye tests up to the value of £25 for users of VDU equipment and contribution up to the value of £60 towards the purchase of glasses specifically for the use of display screen equipment
- Opportunity to become a school workplace Health and Wellbeing representative, meeting with other schools on a termly basis and feeding into the Health and Wellbeing strategy
- Access to the Trust Health and Wellbeing pages
- Access to a staff benefits portal through Sodexo and Portsmouth payroll
- Free confidential telephone and face to face counselling for staff and family members

#### **APPLICATION PROCEDURE:**

Should you wish to apply for this vacancy, please view the job description and complete the application form which can be found at [www.hamwic.org](http://www.hamwic.org) and return to Kirsten Cook, (Business Operations Manager) at [kirsten.cook@hamwic.org](mailto:kirsten.cook@hamwic.org)

#### **THE EDWIN JONES PARTNERSHIP**

The Edwin Jones Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

**All schools with the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

**We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**