



ADVERT

- ROLE:** Administration Officer
- SCHOOL:** The Hollybrook Schools
- HOURS:** 35 hours per week, term time only between 8.00am and 4.30pm
- SALARY:** Grade 7 £29,777 – £33,944 (Pro-rata £24,213 - £27,602)
- CLOSING DATE:** 10th May 2024 – 12 noon
- INTERVIEW DATE:** 16th May 2024
- START DATE:** ASAP

JOB/PERSON SUMMARY:

The Hollybrook Schools currently has a vacancy to join our friendly, hardworking and experienced office team.

Our office team cover the hours between 8.00am and 4.30 pm term time only.

You will need to be a good time keeper, caring and confident when dealing with pupils, parents and any other visitors, a good communicator, a calm organiser and be able to work well in a team.

WE ARE SEEKING A PROFESSIONAL INDIVIDUAL WHO WILL:

- Have previous experience of working in an office environment – preferably in schools
- Be able to work under pressure in an environment that is full of interruptions
- Be friendly, caring and have good communication skills

- Have an aptitude for figures and have dealt with money
- Be IT literate and be able to prioritise and meet deadlines
- Enjoy working with children and adults
- Be flexible, able to work using your own initiative as well as part of a larger team
- Ensure children are safe and secure
- Provide welfare support to the pupils, including undertaking first aid duties (training provided).
- To support the aims, values and policies of the school and participate in a team approach to all aspects of school life
- To attend and contribute to regular staff meetings and in service training, and identify areas of personal practice and experience to develop
- To be aware of safeguarding and confidential issues linked to home/child/teacher/school work and to keep confidences appropriately

WE CAN OFFER YOU:

- Excellent CPD opportunities and Training and Development Programmes
- An individual induction programme supported by a mentor
- Eligibility to join the Local Government Pension Scheme
- 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 (where all conditions are met)
- 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
- 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 or www.hollybrookschoools.co.uk and return to Vince Mckeown at vince.mckeown@hollybrookschoools.co.uk

SAFEGUARDING:

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.

THE JEFFERYS EDUCATION PARTNERSHIP

The Jefferys Education 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.