



Office Assistant

Hamworthy Primary Federation



Location:	Hamworthy Primary Federation
Contract:	32.50 hours per week, 39 working weeks (Term time + 5 INSET days) Monday to Friday – 8.30am – 3.30pm (30 minutes unpaid lunch break) Permanent contract
Salary:	Poole Grade D5-D6 Between £19,877.25 to £20,192.40 per annum (actual) <i>Based on under 5 years' service</i> £26,427 to £26,846 per annum full time equivalent
Application deadline:	Friday 25 September – 12pm
Interview date:	Friday 2 October
Start Date:	As soon as possible

Hamworthy Primary Federation is located in a beautiful part of Dorset; on the edge of the Bournemouth, Poole and Christchurch conurbation - bordering onto Poole Harbour. This wonderful setting allows children to be immersed in the life of a coastal town. Our school grounds back directly on to Hamworthy Park, where children often play after school, participate in water activities in the paddling pool and enjoy the beach lifestyle this brings.

Our Federation consists of two schools -Twin Sails Infant School & Nursery and Hamworthy Park Junior School. Both schools are four-form entry and set in beautiful surroundings, and whilst both schools are unique and meet the needs of all children at different stages of their educational journey, we pride ourselves that we function as an all through Primary school.

We believe that every child deserves the very best education - and therefore every child is at the centre of all that we do. Our ethos is valued by all of us and the shared belief we all have creates a happy school, where every child is valued, every day and where we believe the opportunities we offer should provide our children with every possibility of a bright future.

We are proud of our open, approachable leadership team who prioritise staff wellbeing and professional development. We understand the importance of work-life balance and strive to create a working environment that is both purposeful and positive. We invest in our team, offering opportunities for training, mentoring, and career progression.

Hamworthy Primary Federation is in the Hillary Partnership of Hamwic Education Trust (HET); a large, fast-paced multi-academy trust with currently 37 schools across the South Coast: Portsmouth, Southampton, Poole and Dorset. The Hillary Partnership is a multi-academy partnership based in Poole. The partnership enables local schools to work together to develop a strong education for all our children.

Role Summary:

Hamworthy Primary Federation are seeking to appoint a warm and welcoming Office Assistant to support the smooth operation of our busy school office.

This rewarding role plays a key part in creating a positive and professional experience for staff, parents, visitors and outside agencies, whilst delivering efficient and effective administrative support across our schools.

We are seeking a professional individual who:

- *Is a natural multi-tasker with strong organisational and administrative skills*
- *Has excellent written, communication and interpersonal skills*
- *Is detail-oriented with a 'right first time' mindset, completing work to a high standard*
- *Is a self-starter who is motivated to use initiative and has a good attention to detail*
- *Has experience of working in an administrative role, undertaking variety of tasks*

What we offer you:

- An opportunity to be part of a collaborative managed services team with a shared vision of excellence
- A real career path in a thriving and respected organisation
- Flexible working approach, where possible
- Wellbeing day
- Excellent training and development programmes and opportunities
- Eligibility to join the Local Government Pension Scheme / Teacher Pension Scheme
- Generous holiday entitlement, increasing with length of service (support staff)
- Access to our benefits portal offering a full range of discounts available through Lifestyle Savings
- Access to wellbeing support through our Employee Assistance Programme, this includes free confidential telephone and face to face counselling for employees and family members
- Access to financial wellbeing support through a company that provides comprehensive guidance on all things mortgage related
- Eligible for a Blue Light card

About Hamwic Education Trust:

HET is fully committed to developing an outstanding workforce. We are a friendly and supportive community of professionals working hard to ensure that our schools are enabling children to grow and develop for the future.

We have talented staff working in leadership, teaching and support roles throughout our schools and committed professionals working in the Managed Services team covering education, safeguarding, HR, IT, finance and estates. This experienced team supports our schools and is responsible for the successful delivery of our multi-academy trust.

As an employer, we support our staff to grow through continuing professional development and there is a range of apprenticeships and other opportunities available throughout the Trust to extend your knowledge, skills and career prospects.

HET celebrates the uniqueness of our pupils, our staff and our schools and we aim for everyone to achieve their full potential through the pathways of opportunities available.

HET recognises that by valuing and promoting equal opportunities in employment for all employees and job applicants and avoiding unlawful discrimination in employment and delivery of services, we will be able to deliver first class education and value the differences our workforce brings to HET.

Application Procedure:

If you would like to discuss the role further, please contact Anna Moore (HR Officer) by emailing recruitment@hamworthyprimaryschools.co.uk to arrange an informal chat or have a tour of the school. Potential candidates will be asked to bring their current school ID and/or photographic ID as proof when they visit the school for a tour.

If you wish to apply for this position, please complete an application form which can be found on our website - [Vacancies | Federation of Hamworthy Primary Schools](#) and return to recruitment@hamworthyprimaryschools.co.uk

CV's will only be accepted along with a completed application form.

Please note, we may close the advert prior to the advertised closing date should we have sufficient applications. We strongly encourage prospective applicants to apply as soon as possible.

Hamwic Education Trust (HET) are committed to safeguarding and protecting the welfare of our pupils and we expect all staff and volunteers to share this commitment.

All posts are subject to a safer recruitment process which includes enhanced criminal record and barring checks, scrutiny of work and training history, robust referencing, and other vetting checks. Successful candidates will also be subject to online searches.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across HET.

All HET employees are required to undergo continuous professional development to maintain safe working practices and to safeguard our pupils.

