



**ADMINISTRATIVE ASSISTANT
PART-TIME (JOB SHARE)
Required from October 2022 (or earlier if available)**

- **Closing Date:** Monday 26th September 2022 (Noon)
- **Interview Date:** To be confirmed
- **Job Start Date:** As soon as possible
- **Contract/Hours:** Permanent, part time - 13 hours per week to be worked Thursday and Friday 8.30am – 3.30pm with 30 minutes for lunch, 40 weeks per year (term time including INSET days, plus one week)
- **Salary Type:** EHCC/Support Staff
- **Salary Details:** Grade B Step 1: £18,887 FTE, actual annual salary £5,823
- **Location of Role:** Newlands Primary School, Dungells Lane, Yateley, GU46 6EY
- **Contact e-mail address:** j.moore@newlands.hants.sch.uk

Newlands Primary School is a wonderfully warm and welcoming school with 171 fantastic children and a team of friendly staff.

We are looking for a friendly, reliable individual with a positive attitude who will support parents, staff and pupils in our busy office. This will be a job share with our current Senior Administrative Assistant and reporting to our School Business Manager.

The ability to work as part of a team, to be flexible, to prioritise and to use common sense is essential. This job is highly varied so requires the ability to multi-task whilst ensuring that tasks are completed efficiently and within tight deadlines.

The following attributes and skills are essential:

- Have a positive and professional manner
- Be able to work under pressure, prioritise workload, remain calm and cope with many interruptions
- Able to maintain confidentiality at all times
- Show initiative
- Be able to work in a team
- Have a sense of humour and a willingness to be involved in the life of the school

- Be a good communicator, patient and flexible with a caring approach towards children and adults
- Providing a friendly reception for all visitors and members of our school community
- Have good knowledge of administrative procedures and IT systems. An understanding of SIMS (shortly migrating to Arbor), Scopy and IBC would be a distinct advantage, but training would be provided.
- Answering general enquiries on the phone and in person
- Be child centred and deal effectively with any first aid needs including administration of medicines where required
- Have excellent administrative and organisational skills and educated to a good standard (GCSE English and Maths or equivalent)
- Have an awareness of health and safety in schools

Candidates must be positive and optimistic in outlook as well as able to demonstrate a high level of personal organisation. We are looking for someone with excellent interpersonal skills who will be prepared to commit themselves to our exciting, forward thinking team.

Applicants should be aware that personal holidays cannot be taken during school term time.

Application Procedure

We warmly encourage visits to the school and for further information and an application pack please contact Mrs Jackie Moore in the School Office on 01252 871188 or email j.moore@newlands.hants.sch.uk.

Newlands Primary School and Hampshire County Council 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.