

## **Job Advert: Admin Assistant**

**Location:** East Hunsbury Primary School

**Salary:** Scale E Point 4-5 £24,404 - £24,790 FTE – Actual Pay £8718 - £8856

**Contract Type:** Part Time 8am-11am Term time + 2 weeks

**Start Date:** January 6<sup>th</sup> 2025

### **About East Hunsbury Primary School**

At East Hunsbury Primary School, *brilliance is our minimum standard*. Our values—*work hard, be kind, and believe*—are at the heart of everything we do, shaping our school culture and expectations for staff, students, and the wider community.

Our mission is to ensure that every child leaves us prepared for their future opportunities and challenges, equipped with the skills and mindset to contribute to making a better world. This goal is only achievable because of the incredible dedication of our teaching, office, and support teams.

We believe in the power of teamwork: *faster alone but further together*. We prioritise staff training, professional development, and wellbeing, guided by our motto, *family and health first*.

### **About the Role**

We are looking for a friendly, reliable, and highly capable **Admin Assistant** to join our dedicated office team. You will be the welcoming face and voice of our school, often the first point of contact for families, visitors, and the community.

This is a varied and rewarding role where you will play a key part in supporting the smooth running of the school. You will need to be calm under pressure, highly organised, and committed to delivering excellent service to everyone you meet.

### **Key Responsibilities**

- Be the first point of contact for families, visitors, and community members—both in person and over the phone.
- Undertake a variety of administrative tasks, including photocopying, delivering items to classrooms, and managing communications with families.
- Operate and manage school IT systems effectively (training provided).
- Contribute to the setup of school events and assist in daily operational tasks.
- Collaborate with the wider office team to ensure smooth and efficient school operations.

### **What We're Looking For**

The successful candidate will have:

- **Excellent interpersonal and communication skills:** You will represent the school to our families and visitors.

- **A calm and positive manner:** Able to interact professionally with a wide range of people.
- **Strong IT skills:** Confident using computers and able to quickly learn school-based systems.
- **Reliability and initiative:** Dependable, proactive, and eager to support your team.
- **Kindness and professionalism:** In line with our school values, kindness is essential.
- **Flexibility under pressure:** Able to juggle multiple tasks and meet deadlines while remaining calm and effective.
- **A willingness to learn:** Training will be provided, but excellent grammar and attention to detail are essential.

### **What We Offer**

- A supportive and inclusive working environment.
- Full training on school systems and processes.
- Opportunities for career progression and professional development.
- The chance to be part of a brilliant team that prioritises wellbeing and growth.

### **How to Apply**

Join us at East Hunsbury Primary School and contribute to making a difference in the lives of our children and their families.

To apply, please complete the application form and a cover letter outlining your suitability for the role and alignment with our school values.

**Closing Date:** 16<sup>th</sup> December 2024

**Interview Date:** 19<sup>th</sup> December 2024

**Start date:** Ideally 6<sup>th</sup> January 2025 but can wait until 20<sup>th</sup> January for the right candidate.

East Hunsbury Primary School is committed to safeguarding and promoting the welfare of children, and all appointments are subject to rigorous safeguarding check, including an enhanced DBS disclosure and references.

At East Hunsbury Primary School, we are committed to excellence in everything we do, and we look forward to welcoming an Office Assistant who shares our passion for achieving the best for our children and community.

**East Hunsbury Primary School: Where Brilliance is the Standard.**