



## Vacancy Position

Admin Assistant

Permanent



## Location

Hamstel Infant School & Nursery, Hamstel Road, Southend-on-Sea, Essex SS2 4PQ

## Salary

Salary Range: Level 5, Points 7 to 12 - £25,584 to £27,711 per annum (actual salary pro-rated £14,653 – £15,871 actual salary)

Hours of work: 25 hours per week, term time only. Monday to Friday, 8:30am to 1:30pm

## Start Date

ASAP

## About the Role

We are looking to appoint an Admin Assistant in our large Infant and Nursery school.

The main scope of the job will be:

- To provide an effective and efficient clerical and welfare support service to the Principal, teachers and the school.
- To maintain all administrative and financial duties to ensure that the schools needs are met and public relations are enhanced.
- To provide front of house, first contact welcome to all visitors.
- To maintain an ethos in which individuals feel valued and where personal endeavour and responsibility are fostered.
- To maintain high morale and to set an example of high quality performance.

For further information about the duties undertaken by the Admin Assistants please see the job description.

### Information about the School

At Hamstel Infant School and Nursery there is always a warm welcome awaiting you in an environment that is both happy and safe. Our special motto is 'We Care...' and this is fundamental to everyone and everything we do. Our school is an inclusive, caring and vibrant educational learning space that has four forms of entry and a Nursery of 60 full-time equivalent places.

We have a fabulous team of committed and enthusiastic staff, all of whom are supported by the excellent resources we have on a spacious site, with well-resourced facilities and the expertise to provide the students with unique opportunities for learning. We have a large team of highly dedicated professionals who are committed to guiding the children's learning and development to enable them to reach their full

potential. Our team uses a whole school nurture approach to guide children with their personal and social skills in order to prepare them for life-long learning.

We are a very inclusive school and pride ourselves in treating every child and family as individuals. We encourage all our children to achieve their best and grow into thoughtful, kind and considerate members of the school community and society as a whole. We take great pride in sharing our school's many achievements and special awards to advance our skills and support others too

**Closing Date:** Wednesday 11<sup>th</sup> December 2024, midday

**Interviews:** Friday 13<sup>th</sup> December 2024

For further details or an application pack (if you are unable to download these from the website), please contact Mrs Rebecca Sanderson, Director of HR, Portico Academy Trust, Ronald Hill Grove, Leigh-on-Sea, Essex, SS9 2JB

Telephone: 01702 987890

Email: [recruitment@porticoacademytrust.co.uk](mailto:recruitment@porticoacademytrust.co.uk)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check.

## Application Documents

Support Staff Application Form

Admin Assistant Job Description

Admin Assistant Person Specification

## Application Email

Email: [recruitment@porticoacademytrust.co.uk](mailto:recruitment@porticoacademytrust.co.uk)