



The HENRY BEAUFORT School

At The Henry Beaufort School, there are no limitations to success.

www.beaufort.hants.sch.uk

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Harestock
Winchester
Hants SO22 6JJ
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Headteacher: Miss S Hearle

Admin Assistant, Hampshire

APPLY BY:

Monday 4th October 2021, noon

INTERVIEWS:

TBC

LOCATION:

Winchester, Hampshire

CONTRACT TYPE:

37 hours per week, 39 weeks plus two days per year

SALARY:

Grade B £18,562 pro rata (actual salary £16,041 pa)

START DATE:

As soon as Possible

Do you want to be part of a school community on a journey from good to outstanding?

Do you want to make a difference to outcomes for all students?

We are looking for an enthusiastic, well organised and skilled admin assistant with excellent communication, IT and administration skills. The role will cover a range of school office functions, including Pastoral Support Admin; supporting the heads of year.

Utilising a range of different IT systems including Microsoft Excel, Word, Forms etc., SIMS Management and Information System and other systems required to maintain effective and efficient working practices.

The successful applicant will be experienced working in a high volume, ever changing environment, flexible and able to adapt to the changing needs and priorities of the team.

You will need:

- Excellent administrative and organisational skills
- Excellent ICT skills, including Data analysis and reporting
- Knowledge of Sims or other similar student database
- An ability to use your own initiative and work under pressure
- Good interpersonal and communication skills
- A commitment to regularly reviewing and updating processes and activities
- Ability to work as part of a team
- A willingness to train in First Aid

Applicants should be educated to at least O'Level/GCSE standard, with passes in English and Maths at grade C or above. (Please note: We will not accept applications from previously unsuccessful applicants)

Hours to be worked 08:30 pm to 4:30pm Monday - Thursday, 8:30am to 4:00 pm Friday (30 minutes for Lunch) term time (with 2 additional days to be worked immediately prior to the start of the Autumn term)

To apply please complete an application form available from our website www.beaufort.hants.sch.uk/workwithus and return to recruitment@staff.beaufort.hants.sch.uk.

The Henry Beaufort School has a purpose built nursery, Henry's Kindergarten, set within the school grounds. Staff at The Henry Beaufort School are given priority at Henry's and benefit from a 10% discount.

The school is committed to safeguarding children and promoting their welfare. All successful candidates will be subject to an enhanced Disclosure and Barring Service check, along with other relevant pre-employment checks.