



Admin & Medical Administrator Vacancy



Location

Hamstel Junior School, Hamstel Road, Southend-on-Sea, Essex SS2 4PQ

Salary

Salary/Grade: Level 5 point 7-12, £25,584, to £27,711 (actual salary £17,583 to £19,045) per annum

Hours

Hours: 30 hours per week, Part time, 8:30am to 4:45pm, (45 mins lunch),

4 days a week – Monday to Thursday

Term time only, plus some additional INSET days TBA as overtime

Start Date

1st September 2025

About The Role

This is a 30 hour, part time admin and medical administrator role. We invite any interested candidate who loves working in schools, and is highly organised with some interest, experience in school medical and can work in a busy but friendly school office to apply!

Hamstel Junior School is a large and popular academy where:

“Pupils are happy and confident. They enjoy demonstrating the ‘Hamstel Habits’ of determination, courage and excellence. They are enthusiastic about school and like talking about their learning. There are high expectations, modelled well by adults, and pupils meet these expectations.” (Ofsted 2024)

We are a very well-resourced school with great facilities including a full sized sports hall. Outdoor gym, field and all weather sports pitch.

We offer:

- Committed, friendly and supportive staff
- Excellent classroom support
- Happy and friendly children
- Opportunities to develop your skills further

We are a forward thinking school and have a clear vision for the future. We are looking to appoint an admin and medical administrator who is:

- Someone who is hard working, flexible and enthusiastic

- Someone who has understanding of school medical policy
- Someone who is flexible and has good organisational skills
- Someone who has the ability to work under pressure in a busy school office

To get a feel of the school please check out our YouTube channel and our website:

<http://www.hamsteljuniors.co.uk>

Visits to the school are encouraged.

We reserve the right to close this advertisement early if we receive a high volume of suitable applications or are able to fill the position faster than originally anticipated.

For further details or an application pack, please contact Director of HR, Mrs Rebecca Sanderson, Portico Academy Trust, Ronald Hill Grove, Leigh-on-Sea, Essex SS9 2JB.

Telephone: 01702 987890

Email: recruitment@porticoacademytrust.co.uk

Please include a cover letter with your application form, commenting on how you feel you meet the person specification criteria and providing an insight into your relevant experience.

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 and shortlisted candidates should be aware that the school will consider carrying out online searches as part of the due diligence on short listed candidates.

Closing date: Thursday 30th April 2025

Interviews: Wednesday 7th May 2025

Application Documents

Support Staff Application Form

Admin & Medical Administrator Job Description

Admin & Medical Administrator Person Specification

Application Email

Email: recruitment@porticoacademytrust.co.uk