



JOB ADVERTISEMENT

Post title	Administration Officer
Location	Newton Hill Community School
Salary & Grade	Grade 4, £23,500, pro rata, term time only
Hours (please indicate if term time)	3 days (TBC) 08:30-15:30 (19.5 hours), Term time only

We are looking to appoint a flexible, forward thinking and solution led experienced school administration officer to join our friendly and supportive admin team. The successful applicant will work in our busy office, liaising with parents, carers and visitors and provide admin support for the wider school team including finance, HR, orders and procurement as well as support with admissions to school. As the role is varied and fast paced, we require someone who is able to adapt to the needs of the school.

We are a warm and welcoming school and we pride ourselves on providing a happy and inclusive education for all our children. We have a dedicated mental health team who make staff wellbeing a priority.

We are looking for someone who can:

- Demonstrate experience of general administrative/financial skills
- Have relevant qualifications (or working towards/willing to learn)
- Operate relevant equipment/ICT packages
- Evidence working well as a strong team player
- Relate well with children and adults
- Promote high standards and expectations in all areas
- Contribute to the overall ethos of our school

We can offer you:

- A welcoming, friendly, inclusive school with happy, confident children who enjoy learning and achieve well.
- A talented, dedicated, progressive and innovative staff.
- An opportunity to develop and attend training relevant to the role.
- A supportive and dedicated Leadership Team and Governing Body.
- Wellbeing support and continuous professional development

If you are interested in the position, we would welcome you to visit the school. Please contact the school office to arrange a visit or for an application form by emailing recruitment@newton-hill.org.uk.

Closing date: Friday 3rd July 5pm

Shortlisting: W/C 8th July

Interview: 11th July

Our school is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility

In accordance with the Childcare (Disqualification) Regulations 2009, if you are shortlisted for this post, you will be required to declare that you are not Disqualified (or Disqualified by Association) from working within this setting.