



Administration Assistant

- **Salary:** Scale 4, Point 7–10 (Actual £26,143 – £27,349)
- **Contract type:** Permanent, 35 hours per week, 42 weeks per year
- **Hours:** 08:00–16:00 with half an hour lunch break
- **Start date:** September 2024

Are you organised, motivated and a great communicator? We are looking for a brilliant administration assistant to join our efficient and committed admin team.

The successful candidate will:

- Be organised and solution-focussed
- Value and demonstrate commitment to diversity, equity and inclusion
- Be self-motivated and ready to develop
- Understand how to build and manage positive relationships with children, families and the whole Henwick and Ambition Federation community
- Be ready and excited to join our team

We can offer:

- Motivated children who are a joy to be around
- A commitment to your professional development and opportunities for career progression
- Thoughtful, hardworking and supportive colleagues in school and across our federation
- A reflective senior leadership team that is outward facing and takes wellbeing seriously
- The chance to be part of our journey and make a real difference

About Henwick Primary School

Henwick Primary School is a diverse, welcoming school that values belonging, respect, compassion, collaboration and ambition. We are part of a vibrant partnership of three schools, The Ambition Federation. The Henwick team is dedicated, caring and puts the children at the heart of everything we do. The school's strong ethos and commitment to belonging ensures everyone feels valued at Henwick and is able to flourish and achieve their very best.

We strongly encourage visits to our school and phone calls – come and visit us.

To request an application pack or arrange a school visit or phone call with the Head of School, please contact Judy Gibbons: jgibbons@henwick.greenwich.sch.uk

- **Closing date for applications:** Monday 2nd September at 12:00 midday
- **Shortlisting:** Tuesday 3rd September
- **Interviews:** Friday 6th September

Henwick Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.