

Administrative Assistant

Hatchside School

30 hours per week, term time only (44.26 weeks)
OUTL4, points 7-10 (FTE £23,400.00 - £24,684.00)

Actual Salary £16,553.29 - £17,461.60

Hatchside School's ethos is based on the principles of Early Year practice, the aspiration is for Hatchside School to become a role model to schools and settings for children with SEND and become known as a beacon of good practice.

Newbridge School is a three times outstanding, mixed, forward thinking, highly specialised day school for children and young people who have severe and profound learning difficulties with a range of special educational needs including: Physical disabilities/ Sensory impairments/Autistic spectrum disorders/ associated behaviour/Complex medical needs.

Hatchside School is looking to appoint an adaptable, motivated and enthusiastic Administrative Assistant to join front office team.

The role includes assisting with the administrative and front-line functions of the school office, in line with the trusts current processes and procedures. Working with administration, MIS (Integris G2) and day to day financial processing for the school.

You will:

- work closely with the Senior Admin Officer to maintain the office functions in order to deliver a positive and safe experience for all the school's stakeholders and visitors.
- be required to provide direct support to the Senior Admin Officer and contribute to the planning, development and organisation of support service systems/procedures/policies
- uphold and contribute to the overall aims, objectives and values of the school and trust and have a real passion for working in the education sector.

This is an exciting time to join our outstanding special Astrum Multi Academy Trust; we highly value our workforce and are committed to the support and development of all our staff through our dedication to high quality continued professional development which ensures the best outcomes for staff and therefore high-quality provision and experiences to our children and young people and their families.

If you would like to find out more about the role, please contact Sandra Mallett, Trust Business Lead on 02085907272.

Completed application forms should be returned to the HR Department at Astrum Multi Academy Trust, Hatchside School, Aldborough Road, Newbury Park, IG2 7SR, or emailed to recruitment@astrum-mat.org.

Closing Date: **15th July 2022, 8am** Shortlisting date: w/c 18th July 2022

Interviews to be carried out: 26th July 2022

The school is strongly committed to Safeguarding and Promoting the Welfare of Children and Young People. The successful applicant shall be required to undertake an enhanced DBS disclosure and other safer recruitment checks

HATCHSIDE SCHOOL

HEAD OF SCHOOL: Vicky Mummery

EMAIL: admin.hatchside@astrum-mat.org

TEL: 020 8590 7272

Aldborough Road North, Newbury Park, Ilford IG2 7SR