

# Admin Assistant

Grade:	6, Points 9 - 10
Salary range:	(£23,898 - £24,300) FTE
Actual Salary:	£19,348.03 - £19,673.49
Hours:	35 hours per week, 39 weeks per annum
Perm/Temp:	Temporary (1 Year)

We have an exciting vacancy for an Administration Assistant to join Ivanhoe School on a temporary basis. This role is term time only and working 35 hours a week Monday to Friday.

Reporting to the Heads PA, you will be responsible for ensuring administrative processes and systems within the department are adhered to.

Being energetic, approachable and having the necessary IT skills to carry out numerous administrative tasks is essential. As this role will be supporting the departments within the school, managing workloads and working to deadlines is vital in ensuring the smooth running of the School. You will be supported in this role by an experienced Heads PA and be part of a friendly professional team.

The successful candidate would be qualified in Maths and English at GCSE or equivalent level and have experience of administrative work. The successful candidate will have excellent communication skills with a proactive, calm and positive manner is essential for this important position within the school.

If this role sounds like the ideal next step in your career, I hope you will feel encouraged to apply. Please email [headspa@ivanhoe.co.uk](mailto:headspa@ivanhoe.co.uk) if you require any further information about the school or the role, or if you would like an application pack posting to you.

Closing date for applications is **4.00pm, Thursday 22<sup>nd</sup> August 2024**