



MILL HILL COUNTY HIGH SCHOOL

Headteacher: Andy Stainton B.Ed MBA NPQH FRSA

Worcester Crescent, Mill Hill, London NW7 4LL

Tel: 020 8238 8180

Aiming Higher – Promoting Harmony – Achieving Excellence



Part Time Administration Assistant Candidate Information Pack



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Letter from Andy Stainton, Headteacher

Dear Colleague,

Thank you for your interest in joining our community as Part Time Administration Assistant.

Our administrative team provide essential support services for our staff and students. The department enable school processes to operate seamlessly, from finance, general administration, data management, examination administration, admissions, attendance, school communications and student support.

We have an excellent team who have the organisation, communication and professional skills required to run the day-to-day operations of the school.

We are committed to supporting staff wellbeing in a variety of ways. The good working relationships within the staff body, and between staff and students is why many colleagues have chosen to stay with us for the long term. We are also strong in supporting staff career development and colleagues are successful in securing promotions at all levels.

Although we achieve excellent results year on year and are heavily over-subscribed, we are not complacent. We know there is always more to do, and we work together to continuously reflect upon our successes and areas for development. We are keen to hear the voices of all our stakeholders.

Mill Hill County High School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Admission into Year 7 is offered to children of staff with two or more years' service.

If you feel that Mill Hill County High School is the right environment for the next step of your career, we would be delighted to receive your application. If you would like to visit us before applying, we would be happy to see you. Please contact Amanda Leonard, the Head's PA, to make an appointment.

Kind regards,

Andy Stainton
Headteacher



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Title of Post:	Part Time Administration Assistant
Salary:	SCP3 - 4 (13,265 – 13,454)
Commencement:	From September 2026
Contract:	20 hours per week - 10am to 2pm (Mon to Fri)
Weeks per Year:	Term time including INSET days

We are looking to appoint a Part-Time Administration Assistant. We need an enthusiastic and organised person to join our team. They will provide daily administration assistance and reception support. Administration experience, or experience of working in a large secondary school would be an advantage.

If you would like to apply for this post, please email your completed application form to raskovicm@mhchs.org.uk.

Closing Date: 9am, Monday 24th August 2026

Mill Hill County High School is an Equal Opportunities Employer.
We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance.

We reserve the right to appoint a suitable candidate prior to the deadline.

[HOW TO FIND US](#)





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JOB DESCRIPTION

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Purpose:	To provide seamless administrative support to our school community
Reporting to:	Office Manager

Job Description:

Administration

- Provide daily secretarial support for Administrative Helpdesk requests and liaise with the Office Manager regarding helpdesk load
- Assist with photocopying as requested by teachers, PTA and Governors through the request system
- Assist with franking of school post and large mail outs
- Produce tickets and booklets for school trips and events
- Assist with stationary order, monitor paper supplies
- Maintain the reprographics room, keep supplies tidy and organised
- Ensure teachers post is dispatched accordingly e.g. completing addresses and posting
- Assist with the filing of paperwork into pupil files to clear all filing regularly
- Filing of all new Year 7 files from primary schools and any correspondence once the cabinets have been arranged.
- Assisting with archiving of student files in lock up and retrieving past students' files
- Undertake receptionist/telephonist duties to cover lunch times daily, ill health, and other absences
- Other duties as required by the Office Manager and Finance Director

Knowledge, Experience and Skills

Essential:

- Highly accurate with strong attention to detail
- Ability to follow instructions
- The ability to demonstrate initiative and independence
- Ability to remain calm and focused under pressure whilst completing tasks efficiently
- Excellent time manager with the ability to work to tight deadlines
- Excellent attendance and punctuality
- Highly organised and efficient
- Flexibility in responding to new and changing priorities
- The ability to communicate effectively with a range of stakeholders

Part Time Administration Assistant



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- Good team player with a positive attitude
- Demonstrates the school values of Aiming Higher, Promoting Harmony and Achieving Excellence
- Demonstrates the importance of confidentiality
- Proficient in all Microsoft packages, excel, word, outlook and PowerPoint

Desirable:

- Previous experience of using SIMS
- Previous experience of working within a similar role
- Previous experience of working within a school setting

Safeguarding

- The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post
- We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education

Additional Information

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role and accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.