

## Rowhill School

### Part-time Administrative Assistant

#### Hampshire

- **Closing Date:** Friday 31st May 2024 at 12:00pm
- **Interview Date:** TBC
- **Job Start Date:** ASAP
- **Contract/Hours:** Temporary until 23rd July 2024
- **Salary Type:** Support Staff
- **Salary Details:** Grade C1 £23,115 (£6,576 actual)
- **Hours of Work:** 12 hours per week, flexible but preferably afternoons
- **Location of Role:** Rowhill School, York Road, Aldershot, Hampshire GU11 3JG
- **Contact e-mail address:** [vacancies@rowhill.hants.sch.uk](mailto:vacancies@rowhill.hants.sch.uk)

#### Job/Person Summary

We are looking to appoint an enthusiastic, efficient, and highly welcoming administrative assistant to join the small administration team at Rowhill School on a temporary basis until the end of the summer term.

Rowhill School is a Pupil Referral Unit serving 13.5 secondary schools across North-East and East Hampshire. We have capacity to work with approximately 82 students on our roll at any one time and work with upwards of 50 students through our outreach programmes either in their mainstream schools or their homes. Students are referred to Rowhill School for a variety of reasons including being medically unfit for school, emotionally vulnerable, at risk of permanent exclusion or because they have been permanently excluded from school.

This post requires a flexible, independent, and resilient person with a great sense of humour, a good standard of literacy and numeracy, who relates well to others and is keen to make a difference to the prospects of the young people. Please see the job description for more information.

The successful candidate will be educated to at least GCSE level and have proven literacy and numeracy skills, having achieved Grade 4, or above, in Maths and English. The ideal candidate must also be able to demonstrate accurate record keeping, resilience, resourcefulness, initiative, good time management and patience.

### Desirable experience:

- Ideally have previous experience of working within a school admin team.
- Able to provide a warm, friendly and professional welcome to all stakeholders.
- Have good IT skills and be proficient in the use of Microsoft packages.
- Excellent administration and communication skills both written and verbal.
- A flexible, calm, positive and professional personality.

### Essential:

- Understanding of safeguarding children.

Please read the person specification, for further information.

All school employees will be expected to take annual leave during the school holiday periods.

### Application Procedure

Should you wish to visit the school or talk to key staff prior to application then we would welcome the opportunity to meet you and show you around our school. If you would like to arrange an informal chat with our School Business Manager, Claire Norman, then please call 01252 367500 or email [c.norman@rowhill.hants.sch.uk](mailto:c.norman@rowhill.hants.sch.uk)

Further information and an application pack can be obtained from the school website [www.rowhill.hants.sch.uk/News/Vacancies/](http://www.rowhill.hants.sch.uk/News/Vacancies/), by contacting Clare Hinsley, Administration Officer at the school on 01252 367500 or by emailing [vacancies@rowhill.hants.sch.uk](mailto:vacancies@rowhill.hants.sch.uk).

The school's safeguarding and child protection policies and practices can be found at <https://www.rowhill.hants.sch.uk/Safeguarding/>. The school's recruitment policy is available to prospective applicants and will be issued to the applicant on request from the school office.

**We reserve the right to withdraw vacancies at any time ahead of the closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible.**

**We also reserve to right to interview shortlisted candidates ahead of the closing date.**

*This school and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to a Disclosure and Barring Check as well as other relevant pre-employment checks.*