

# Senior Administrative Assistant, Hampshire

**APPLY BY:**

*Monday 16 May 2022 (noon)*

**INTERVIEWS:**

*Friday 20 May 2022*

**LOCATION:**

*Winchester, Hampshire*

**CONTRACT TYPE:**

*Hours: 30 hours per week (8.30am – 3pm, with half hour unpaid lunch break)*

*Weeks: 40 weeks per year (term time plus one week)*

**SALARY:**

*Grade C £19,265–£20,290 FTE, Actual Salary £13,703–£14,432*

**START DATE:**

*TBC*

*Do you want to be part of a school community on a journey from good to outstanding?  
Do you want to make a difference to outcomes for all students?*

We are looking to appoint a Senior Administrative Assistant for our Additional Learning (SEND) Team and Resource Provision to start as soon as possible. The successful candidate will provide administrative support for our SENDCO and The Head of Resource Provision.

You will need:

- Excellent administrative and organisational skills
- Excellent ICT skills (Microsoft Office)
- Knowledge of SIMS (or similar database)
- An ability to use your own initiative and work under pressure
- Good interpersonal and communication skills
- A good sense of humour and the ability to work as part of a team

Applicants should be educated to at least O'Level/GCSE standard, with passes in English and Maths at grade 4 or above.

Please visit our website [www.beaufort.hants.sch.uk](http://www.beaufort.hants.sch.uk) for further details and an application form. If you wish to make an informal enquiry or arrange a visit, please contact Cath Maurant (SENDCO) on

[Catherine.Maurant@staff.beaufort.hants.sch.uk](mailto:Catherine.Maurant@staff.beaufort.hants.sch.uk) or Alison Strevens (Teacher of the Deaf) on

[Alison.Strevens@staff.beaufort.hants.sch.uk](mailto:Alison.Strevens@staff.beaufort.hants.sch.uk).

To apply please complete an application form, available from our website [www.beaufort.hants.sch.uk/workforus](http://www.beaufort.hants.sch.uk/workforus), and return to [recruitment@staff.beaufort.hants.sch.uk](mailto:recruitment@staff.beaufort.hants.sch.uk).

The Henry Beaufort School has a purpose-built nursery, Henry's Kindergarten, set within the school grounds. Staff at The Henry Beaufort School are given priority at Henry's and benefit from a 10% discount.

**The school is committed to safeguarding children and promoting their welfare. All successful candidates will be subject to an enhanced Disclosure and Barring Service check, along with other relevant pre-employment checks.**