

<b>Post Title</b>	<b>Officer Administrator</b>
<b>Post Location</b>	<b>Hillsgrove Primary School, Sidmouth Rd, Welling DA16 1DR</b>
<b>Position Status</b>	<b>Permanent</b>
<b>Contractual Hours:</b>	<b>13 hours (2 days per week)</b>
<b>Contractual Weeks:</b>	<b>39 per year</b>
<b>Salary:</b>	<b>Bexley 05</b>
<b>Closing Date:</b>	<b>18<sup>th</sup> February 2022</b>
<b>Post Start Date:</b>	<b>February 2022</b>

### **Your Opportunity**

We are seeking to appoint an Office Administrator to join our busy school office. The role is a permanent role on a part time basis, 2 days per week. You will be supporting with all administration based tasks and may also be the first person visitors and stakeholders see when they visit the school. The ideal candidate will possess excellent communication skills, have the ability to work under pressure, and be able to prioritise effectively. Some school experience would be desirable but not essential.

The person appointed will have the opportunity to work alongside very able colleagues in a well-resourced school. If you are hardworking, patient, flexible and have a genuine desire to work with children then we would like to hear from you.

### **About Hillsgrove Primary School**

Hillsgrove Primary School is a two-form entry school, which has enthusiastic pupils, friendly staff and supportive Governors. We have a strong moral ethos and high expectations of all pupils. You will be a strong team player who will contribute to the wider life of the school, have excellent communication and be able to work positively with children, staff, parents and other stakeholders.

We can offer you a supportive environment, opportunities for professional development and the chance to be guided by a strong leadership team.

For further information about the school, please visit: <https://www.hillsgrove.apat.org.uk/>

### **About Amadeus Primary Academies Trust**

Amadeus Primary Academies Trust is made up of six likeminded, successful Primary Schools working together to build on their shared outstanding practice and support each other in the common goal of improving teaching and learning. For further information about the school, please visit: [www.apat.org.uk](http://www.apat.org.uk)

### **Your Application**

To apply for this vacancy please go to the Amadeus Primary Academies Trust website <https://www.apat.org.uk/work-with-us> and submit an online application.

If you have any difficulty with submission of your application or have any additional queries, please email [amadeushr@apat.org.uk](mailto:amadeushr@apat.org.uk).

Closing date for the applications is 18<sup>th</sup> February 2022. Paper applications or CVs will not be accepted.

References will be requested for those shortlisted only and prior to interview.

Only those shortlisted for interview will be contacted.

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. The school therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.

The school is committed to equality and diversity in employment practice and service delivery.