

Post Title:	Admin Assistant
Post Location:	Hillsgrove Primary School, Sidmouth Rd, Welling DA16 1DR
Position Status:	Permanent
Contractual Hours:	21 hours (3 days per week)
Contractual Weeks:	39 weeks per annum (term time only + INSET) (may need to work in the summer holiday)
Salary:	BEXLEY 05 (1-4)
Closing Date:	12 August at Midday
Shortlisting:	15 August
Interviews:	w/c 15 August 2022
Post Start Date:	01 September 2022

Your Opportunity

We are seeking to appoint an Admin Assistant to join our busy school office. The role is a permanent role on a part time basis, working 3 days per week. You will support all administration-based tasks and may also be the first-person visitors and stakeholders see when they visit the school. You will be a strong team player who will contribute to the wider life of the school, have excellent communication skills and be able to work positively with children, staff, parents and other stakeholders.

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.

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 .

Our vision to provide this exceptional education requires exceptional business leadership to ensure that our school has everything it needs to function at the highest level. We are seeking to appoint an enthusiastic, professional and highly motivated individual with a clear understanding of how excellent business support enables exceptional education to provide outstanding support to all stakeholders within the Academy. Like us, you will be innovative, hardworking, passionate, supportive and open to new ideas. You should have experience of working in the education sector, and ideally have experience of working in, and leading a busy team and environment.

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.

Closing date for applications is Friday 12 August 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.