

Assistant Administrative Officer/Receptionist (2126)

Closing Date: Friday 6th December 2024

Interview Date: Friday 13th December 2024

Job Start Date: January 2025

Contract: Permanent

Salary Details: Scale C: £24,405 FTE - £25,430 FTE, Actual Annual Salary: £21,692 - £22,604

Hours of Work: Full-time hours: 37 hours per week, Monday to Friday, term time only + 1 week (40 weeks per year)

Location of Role: Newtown C.E. (Voluntary Controlled) Primary School, Gosport

Contact email address: adminoffice@newtown.hants.sch.uk

Newtown C of E Primary School is seeking to appoint an experienced Assistant Administrative Officer/Receptionist to work among our talented, caring, dynamic and highly motivated staff team, as soon as possible. This contract is offered on a permanent basis from January 2025.

We are a school that has rapidly moving forward, securing high standards and excellent rates of progress for all our children. We believe that every child should be given every opportunity to achieve their potential and make progress in every area of school life.

Are you friendly, reliable, hard-working and willing to support parents, staff and pupils in our busy office? This job is highly varied so requires the ability to multi-task, ensuring that tasks are completed efficiently and to deadlines. You will need a good sense of humour and be a team player.

Duties will include:

- Providing a friendly reception for all visitors and members of our school community
- Answering general enquires confidently on the phone and in person
- Using IT systems regularly to support the office needs. The preferred candidate will have experience of using Hampshire school-based systems including Arbor and IBC/SAP.
- Inputting financial information and recording data
- General administrative support as directed by the Office team, Headteacher and Senior Leadership Team.
- Organising orders and first aid stock controls
- Creating and distributing school communications
- Inputting daily lunch choices
- Organising incoming and outgoing post
- Organising hospitality for meetings and events
- Organising annual fundraising events

The successful candidate will:

- Have excellent communication and interpersonal skills and be able to interact with a wide range of adults and children
- Have excellent administrative and organisational skills and be able to work under pressure
- Have an ability to prioritise, remain calm and is a team player
- Have experience in a school/education setting, ideally using Arbor and the IBC/SAP systems
- Enjoy working with primary-age children in a patient, positive manner and have a can-do attitude.
- Deal effectively with any first aid needs (training provided)
- Be able to deal with all matters in a confidential and professional manner
- Have an up-to-date knowledge of MS Office packages to type and create documents, including Word, Excel and Publisher.
- Be educated to a good standard (GCSE English and Maths or equivalent at Grade C or above as a minimum. A level 3 qualification in business and administration would be desirable)
- Be flexible and adaptable
- Be willing to undertake further professional development, when appropriate.

Our children are highly engaged, keen to learn, enjoy all aspects of school life, are well-mannered and considerate of others. Parents and governors are fully supportive and engaged with the school. The staff team are positive and dedicated to the learning and welfare of the pupils and receive a bespoke wellbeing package throughout the year.

Applicants should note that holidays and medical appointments cannot be taken in term-time or during working hours.

We look forward to hearing from you.

Application Procedure

For a full application pack , please call the school office team on 02392 584048 or download the pack from our website:
www.newtownceprimary.co.uk/staff-vacancies/

Tours of the school are welcomed and encouraged. To book a tour or visit, please can the school office team on 02392 584048 or if you have any queries, please email adminoffice@newtown.hants.sch.uk

Please email all completed application forms to adminoffice@newtown.hants.sch.uk

Newtown CE Primary 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 Disclosure and Barring Service checks along with other relevant employment checks.

