

Yateley School – Job Advert

Learning Together – Empowered for Life

- Job Title:** Wellbeing Admin Assistant
- Salary:** EHCC C Grade £24,405 to £25,430 FTE
(Actual Salary £16,926 to £17,636)
- Working Time:** Up to 30 hours per week, term time only (39 weeks per year)

Yateley School is a good school with an outstanding sixth form catering for over 1300 students from the local area, our school has a superb range of facilities across all areas of the curriculum. We pride ourselves on our high standards, which are achieved through a friendly, caring atmosphere and a dedicated team of well-qualified teachers and support staff.

We are looking to appoint an admin assistant to support the student welfare and progress under the direction of the Deputy Headteacher for Culture and Transition & Welfare Manager. The post holder will also provide medical support to staff and students in the absence of the nurse or during busy periods and support the wider school admin function and transition between work streams during busy periods. Therefore, training in First Aid at Work and administering medicines will be provided. This is a very busy role so excellent admin skills and the ability to work at pace and manage personal workload are essential.

For further details of the areas of responsibility please refer to the detailed job description on our website.

For the successful candidate we can offer:

- Supportive Team Environment
- Continued Professional Development
- Contributory pension scheme
- Free on-site car parking
- On-Site Subsidised Fitness & Health Facilities
- On-Site Nursery Facilities

Hours of work are flexible, but core hours of 9am-2pm must be covered.

Closing date: Friday 28th February 2025

Start date: March/April 2025

Application forms available on our website <https://www.yateleyschool.net/vacancies/> or paper copies can be collected from main school reception during term time. Completed applications should be returned to applications@yateley.hants.sch.uk or drop in to reception.

P. German
Headteacher

Yateley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.