PERINS SCHOOL

SCHOOL ADMINISTRATION ASSISTANT

JOIN OUR TEAM

Post Title: School Administration Assistant
Contract Type: Permanent (15 hours per week, 38 weeks per year)
Reporting to: Team Leader for Admin & First Aid
Salary Range: £25,615 - £25,958 pro rata per annum (actual salary £8,655 - £8,770 per annum)

ROLE PROFILE

The purpose of this role is to assist and co-ordinate the day-to-day administration for students and parents by delivering a professional and effective reception service within the main school office, acting as the first point of contact for all direct enquiries.

This is a busy and varied role so you must be confident working under pressure and prioritising tasks.

You will enjoy working with children and young people, and be able to relate well to both students and adults. The successful candidate will have strong teamworking skills and be a competent user of Microsoft 365.

The working days for this position are Monday and Friday (term time only). Working hours are ideally 08.15 - 16.30 on Monday and 08.15 - 16.00 on Friday but there is some flexibility in start and finish time.

Perins School offers a supportive and rewarding work environment, with opportunities for professional development and growth. Additional benefits include free access to our on site gym, cake break every Friday morning and the opportunity to join the generous Local Government Pension Scheme.

USEFUL LINKS

Vita Multi Academy Trust

The History of Perins School

Our Ofsted report

Perins is a fantastic school with a committed and enthusiastic staff body, which makes it a great place to be. I really do take pride in working at Perins and strive to play my part in creating a fantastic learning environment.

Team Leader

SCHOOL ADMINISTRATION ASSISTANT ROLES AND RESPONSIBILITIES

- Reception duties including dealing with visitors, students, telephone enquiries and emails in the main School Reception.
- Support in maintaining student records including on school's management information system as required.
- Administration of school transport information, school photographs, immunisation days, lost property, room bookings and co-ordinating with Estates Team for reactive site issues, along with any other administration that is required (this list is not exhaustive).
- Support with Admissions administration as and when necessary.
- Distribute letters and messages or collect students around the school site as and when required.
- Support the delivery of first aid as required for students, staff and visitors; record all first aid situations appropriately and ensure parents are informed.

Aspire TODAY Inspire TOMORROW

Qualifications & Person Specification

- Qualified to at least GCSE C grade or equivalent in Maths and English
- Recognised First Aid at Work qualification would be advantageous.

Experience

- You will ideally have worked in an educational establishment and have knowledge of school processes.
- Accustomed to dealing with sensitive information.

Essential Skills

- Ability to work quickly, methodically and accurately under pressure and act flexibly to support others and respond to unplanned situations.
- Capable of working as part of a team.
- A strong work ethic and the ability to manage multiple priorities effectively.
- Excellent organisational and time management skills.
- Good working knowledge of Microsoft Office packages.
- Able to maintain confidentiality.
- Strong communication skills.

BENEFITS

Remuneration: Support staff salaries are based on HCC grades.

Holiday: Our teachers work in line with Hampshire School terms. Support staff have a generous annual leave allowance, that is either wrapped up in your monthly pay (term time only contract) or can be taken at any time during the year (52 week contracts)

Pension: Support staff benefit from membership in the Local Government Pension scheme. These pension schemes are renowned for their generosity.

Discounts: We offer a wide range of voluntary discounts via our partners KAARP.

Childcare: Reduced pre-school fees at Perins Pre-School. Reduced fees at the breakfast and afterschool club based at Sun Hill Junior School.

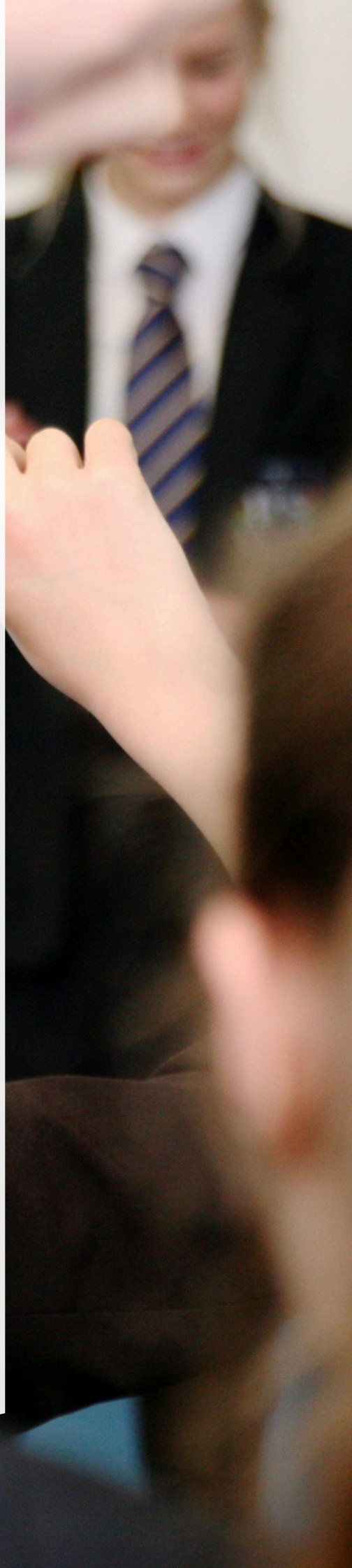
Training : We have a strong CPD ethos, and encourage life-long learning. Regular CPD sessions are held at school.

Free on site gym

Weekly 'cake break' hosted by each department.

Cycle to work scheme

Free car parking



PERINS SCHOOL

Thank you for your interest in the School Administration Assistant position at Perins School. To ensure a smooth application process, please complete the following sections of the application form:

By following these guidelines, you can increase your chances of a successful application.

Best of luck!

GUIDANCE FOR APPLICATION FORM COMPLETION

Employment History

- Current Employer: Provide details of your current position, including job title, start date, and key responsibilities.
- Previous Employers: List all previous employers, including part-time, temporary, and voluntary positions. Provide start and end dates, job titles, and key responsibilities for each role.
- Employment Gaps: If there are any gaps in your employment history, please explain the reasons for them.

Formal Education

- Qualifications: List all relevant educational qualifications, such as degrees, diplomas, and certifications.
- Subjects: Specify the subjects studied for each qualification.
- Grades: Include your grades or scores for each qualification, if applicable.

Safeguarding Children and Adults

- Commitment to Safeguarding: Declare your commitment to safeguarding children and adults, as required by the Trust.
- References: Provide references from individuals who can vouch for your suitability to work with children and adults. These references should ideally be from managers or supervisors who have worked with you in a school setting.

Additional Tips:

Read the application form carefully before starting to ensure you understand all the requirements.
Be as specific and detailed as possible in your responses.
Proofread your application carefully to avoid any errors.
Pre application tours welcome.

If you have any questions, please don't hesitate to contact the HR department for clarification.

PERINS SCHOOL

I sincerely hope that you find the information provided useful, and that the position is attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of Perins School is essential.

If you feel you are up to the challenge, to embark on this truly exciting opportunity of working at Perins School, with exceptional support provided by an experienced and committed team, and if you believe you can contribute to our exciting future, I invite you to make an application to be part of the amazing Perins staff team.

Alexei Western - Head of School

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