**Rowhill School**

**Part-time Administration Assistant/Receptionist**

**Hampshire**

* **Closing Date:** Tuesday 22nd January at 12:00
* **Interview Date:** TBC
* **Job Start Date:**As soon as possible
* **Contract:**Permanent/Term time only
* **Salary Type:**Support Staff
* **Salary Details:**Grade B £24,027 - £24,348, Actual £13,887 - £14,072
* **Hours of Work:**25 hpw, term time only (39 weeks)
* **Working Pattern:** Monday to Friday 08.00 - 13:00
* **Location:**Rowhill School, York Road, Aldershot, Hampshire GU11 3JG
* **Contact e-mail address:** vacancies@rowhill.hants.sch.uk

**Job/Person Summary**

We are looking to appoint an enthusiastic, efficient and highly welcoming Administration Assistant to oversee the reception area and be the first point of contact at Rowhill School. This role is part of our small administrative team.

Rowhill is a Pupil Referral Unit serving the secondary schools in North-East Hampshire we have approximately 80 students on our roll at any one time and have a highly effective outreach programme working with students either in their mainstream schools or their homes. Students are referred to Rowhill for a variety of reasons including being medically unfit for school, emotionally vulnerable, at risk of permanent exclusion or because they have been permanently excluded from school.

Our school strives to cultivate a desire for learning and self-improvement so that students leave Rowhill School with the tools needed to succeed in their onward pathways, we strive to develop well mannered, confident and culturally rich individuals.

The successful candidate will be educated to at least GCSE level and have proven literacy and numeracy skills, having achieved Grade 4, or above, in Maths and English.

**Desirable experience:**

Our ideal candidate should, ideally, have previous experience of:

• Working within a reception or school environment

• Understanding of safeguarding

• Excellent interpersonal and communication skills

• A flexible, calm, positive and professional personality

• The ability to communicate clearly

• A naturally caring temperament towards our students

• Strong IT literacy and numeracy skills

**Application Procedure**

We would like interested candidates to telephone for an informal discussion with Cathy Koziol, Assistant Headteacher and a visit to the school before the interview date.

Picture ID and Certificates (Equivalent of/or GCSE English and Maths at grade 4 and above) will need to be produced on or before the day of the interview.

Further information and an application pack can be obtained from the school website www.rowhill.hants.sch.uk, by contacting Clare Hinsley, Administration Officer at the school on 01252 367500 or by emailing vacancies@rowhill.hants.sch.uk or from the schools website [www.rowhill.hants.sch.uk/Vacancies/](https://www.rowhill.hants.sch.uk/Vacancies-2024-25/)

The school’s safeguarding and child protection policies and practices can be found at [www.rowhill.hants.sch.uk/Safeguarding](https://www.rowhill.hants.sch.uk/Safeguarding-2024-25/). The school’s recruitment policy is available to prospective applicants and will be issued to the applicant on request from the school office.

**We reserve the right to withdraw vacancies at any time ahead of the closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible. If you have not had any communication within 10 days of the closing date, please take this as confirmation that on this occasion your application has not been successful.**

**We also reserve to right to interview shortlisted candidates ahead of the closing date.**

**Access to interview - should you be selected and invited to interview please let us know if you require us to adapt the interview environment. If we can accommodate practical workplace adjustments to assist we will.**

**Safer Recruitment**

*Rowhill School is 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 & Barring checks along with other relevant employment checks.”*

***Privacy notice –*** *The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.*

*The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.*

*The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.*

*You have some legal rights in respect of the personal information we collect from you. Please see the School’s website for further details on their privacy notice and data protection policy.*

*You can contact the School’s Data Protection Officer if you have a concern about the way they collect or use your data.*