



## Office Administration Assistant

10 hours per week

***Are you a conscientious, reliable, hard-working and confident individual looking to joining our dedicated team?***

We are looking to appoint a highly efficient, enthusiastic and well organised person to join our team at Hartsbourne Primary School. The successful candidate will work with the Office Manager and carry out general administrative tasks. You will need to be a forward thinking and innovative person able to work on your own initiative and have excellent interpersonal skills enabling you to deal with parents, staff, pupils and visitors. A high level of computer literacy and the ability to work as part of our supportive team are required. Confidentiality, accuracy and an aptitude for working under pressure are essential. Previous experience of working in a school office or educational setting is preferable.

The post is for 10 hours per week (excluding unpaid breaks), term time + 1 week (to include 5 INSET days), specific timings are negotiable. The salary for this post is APT&C point 8 plus London fringe (£24,702pa + £988pa Fringe). The actual pro rata salary is £5,708pa + £228pa Fringe. Applicants should be educated to post 16 level or above and have a high degree of common sense. Experience of working with young people and the willingness to undertake suitable training is essential.

Please do not hesitate to contact Mrs Danni Harte should you wish to discuss the role further. Visits to the school are positively encouraged.

If you are interested in applying for this Office Administration position please send in a completed application form along with a covering letter to:

Mrs Danni Harte  
Headteacher  
Hartsbourne Primary School  
Telephone 0208 075 9857 Email: [head@hartsbourne.org.uk](mailto:head@hartsbourne.org.uk)

Closing Date for applications: Wednesday 17<sup>th</sup> July 2024

Interviews: TBC

***Bushey St James Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An offer of employment will be subject to a number of pre-employment checks including ID and Right to Work in the UK, satisfactory written references, occupational health check and a successful Enhanced DBS check.***