**VACANCY**



**Role: Admin Assistant - School Office**

**Salary/Grade: H3 (£24,790 - £25,183 FTE)**

**Hours: 19 hours, term time only**

**Monday and Friday - 8.15am - 4.15pm**

**Thursday afternoons - 12.00-4.00pm**

**Start date:  February 2025**

Hitchin Girls’ School is a high performing school, graded Outstanding by Ofsted, where we provide an exceptional experience for all of our students. We have high level provision for teaching and learning and provide the greatest level of care and support for all students and our staff. Situated in the picturesque and historic market town of Hitchin, it is conveniently located in the beautiful countryside just 25 minutes from London by train and with easy access to motorways and airports.

We are seeking an Admin Assistant to join our busy School Office team. You will provide general administrative support to the school in both school offices and, occasionally, in Reprographics.

We can offer you:

* a secure, supportive environment with a full induction programme for all new staff
* outstanding professional development and future career opportunities
* a positive working environment within an extremely well-resourced school
* the chance to work with exceptionally committed colleagues who have high expectations of students
* an active focus on staff well-being, supporting staff throughout the year with various treats/initiatives
* access to the school’s children of staff admission rule
* a cycle to work scheme

This is an outstanding opportunity for someone who wants to join a high performing school.

**How to Apply:**

Please forward your application to Andrea Dewhurst, PA to the Headteacher, email recruitment@hgs.herts.sch.uk **The closing date for applications is Monday 13th January 2025.** We reserve the right to make appointments before the closing date, so early applications are encouraged. Hitchin Girls' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.  Applicants for the above post must be willing to undergo child protection screening, including reference checks with previous employers, prohibition checks, online checks, a criminal record check via the Disclosure and Barring Service, the right to work in the UK and a satisfactory health check. Any employment offer will be subject to the successful completion of these background screening checks. Hitchin Girls’ School is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/or with protected characteristics, to apply.