

Administrative Assistant

25 Hours per week Term Time Only – to start as soon as possible

Scale A1/B1 (Point 2-6) Actual £12,680 to £13,546

Hawksworth Wood Primary School are looking to appoint a friendly, organised and efficient individual, with a calm and professional disposition and excellent communication skills when engaging with children, parents, staff and other stakeholders to work in our busy school office.

This is an interesting and varied role providing general reception duties and routine administrative support. Previous reception and administration experience would be an advantage but not essential.

Main duties will include:

- To undertake reception duties including answering routine telephone calls, face to face enquiries and message taking;
- To provide routine clerical support – letters, photocopying, filing, emailing and completion of routine forms;
- To maintain computerised records/management information systems – SIMS.net.

In return we can offer:

- A friendly and supportive staff team;
- Enthusiastic children who are keen to do well;
- A supportive and positive Leadership team;
- Support for your own continued professional development

If you would like to arrange a visit, please contact Vicky Kerr, Acting School Business Manager by emailing **v.kerr@hwood.org.uk**

Closing date: Friday 12th January 2024 at 12 noon.

Interviews: Friday 19th January 2024.

For more information regarding this post and to obtain an application form, please visit our school website - **[Hawksworth Wood Primary School](#)**

Please email your completed application form to Vicky Kerr
– **v.kerr@hwood.org.uk**

Our School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. Appointments made are subject to an enhanced Disclosure and Barring Service check.

If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted. This includes only information publicly available on-line.

We promote equality, diversity and inclusion and want a workforce which reflects the population of Leeds.

This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK - either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply.