We are looking to appoint an enthusiastic, motivated and talented Admin Officer from November 2024 to work alongside our current proactive administration team. This position is for Maternity Cover and fixed term for 1 full year. Hadrian Park Primary School is a vibrant learning community dedicated to fostering academic excellence and personal growth for both our students and staff alike.

The successful candidate will work in partnership with the Governing Body, Headteacher and SLT and should ideally have:

* Excellent organisational skills
* IT skills including being competent with use of Emails, Word & Excel documents.
* Experience of working in a professional environment (School experience preferential)
* Warmth, compassion and excellent people skills
* Highly effective communication skills
* Ability to think and work strategically both independently and as part of a team
* Be patient, honest and flexible with a good sense of humour

The main duties of the post include:

* Maintenance of computer and paper based records
* Supporting with administration of pupil attendance and school admissions
* Organisation, set up and management of school trips/ activities
* Communication with parents, staff and other stakeholders
* Assisting with reception duties (answering telephone, greeting visitors)
* Routine clerical support
* Support with planning and organising fundraising events.

We will offer you:

* A happy and welcoming school in a secure environment;
* A supportive, committed and hardworking team of staff;
* On-going opportunities to develop your skills
* The opportunity to play a key role in helping us shape the future development of the School administration team
* Term time only contract
* 8:30 until 16:30 daily hours

Find out more about this very exciting opportunity, by contacting our School offive for a tour, as visits to the school are warmly welcomed and can be arranged by contacting the School Office – [info@hadrianparkprimary.org.uk](mailto:info@hadrianparkprimary.org.uk)

Hadrian Park Primary is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. As such an enhanced Disclosure and Baring Service (DBS) disclosure will be sought along with other relevant employment checks deemed appropriate.

Completed application forms must be emailed to [info@hadrianparkprimary.org.uk](mailto:info@hadrianparkprimary.org.uk) or delivered to the school office.

Closing date: Thursday 24th October @ 9:00

Shortlisting: Thursday 24th October @ 12 noon

Interviews: Thursday 7th November from 13:00