



Part Time Administration Assistant (SCP 5-6 new scale)

£21,591 - £21,981 pro rata

Howard Primary School wishes to appoint an Admin Assistant to join our dedicated and friendly team. The post is for 23.5 hours per week. The successful candidate would be expected to work term time only, plus an additional week during the summer holiday (40 weeks per year).

Hours:	Monday 8:45 – 16:00	Tuesday 8:45 – 16.00
	Thursday 10:00 – 15:30	Friday 10:00 – 15:30

The Howard School Office is a busy place which will require the successful candidate to provide an excellent level of administrative service in a busy and demanding environment. You will liaise directly with parents, children, staff and outside agencies, therefore an excellent standard of written and spoken English is essential.

In addition you will need to demonstrate:

- Excellent knowledge using Word and Excel
- Knowledge of SIMS would be an advantage (but not essential)
- The ability to work on your own initiative and be able to multi-task
- The ability to be methodical, well-organised and observe confidentiality at all times
- Willingness to learn First Aid and attend additional training courses when necessary

All prospective candidates are welcome and encouraged to visit our school - please telephone the Office Manager, Sue Carter, on 020 8688 4216 to arrange a visit.

Howard Primary School is committed to safeguarding and promoting the welfare of children. This post is subject to an enhanced disclosure (DBS) plus verification of the right to work in the UK. Howard Primary School is also committed to the positive promotion of equal opportunities for all.

If you are a capable, dynamic and self-motivated person who wants to work as part of an excellent school admin team then we would very much like to hear from you.

Closing Date: Monday 3 June 2019

Interviews: w.c. Monday 10 June 2019

Starting date - ASAP

Please download an application form to apply. You can find all the necessary forms on the vacancy page of our website <https://www.howard.croydon.sch.uk/>

Please return application forms by email to: suecarter@howard.croydon.sch.uk

Please address applications by post to: Sue Carter
Howard Primary School
Dering Place, Croydon CR0 1DT