



Howard Primary School

Administrative Assistant

Howard Primary School Dering Place Croydon CR0 1DT

Contracted Working Pattern: Wednesday to Friday during term-time and all five INSET days

Contracted Working Hours: 24 hours per week (08.30 – 17.00, including unpaid break of 30 minutes at lunch time)

Salary: Grade 3 points 5 - 7 (£22,575 FTE / £13,334 actual salary)

Fixed term contract: September 2022 until July 2023 – possibility of permanent contract after this initial period

Deadline date for applications: Wednesday 28th September 2022

Interviews will take place during weeks commencing 10th October 2022.

Start date: As soon as possible after completion of interviews, on receipt of two satisfactory references and satisfactory Enhanced DBS Check.

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Howard Primary School is an inclusive, dynamic two-form entry school with a positive ethos and strong Core values: **Care, Commitment, Co-operation, Courtesy and Consideration.**

We are therefore very pleased to offer the opportunity for an administrative assistant to join our vibrant school located in South Croydon.

The successful candidate will be flexible and have the skills needed to provide excellent classroom practice and playground supervision. They will also possess the ability to build good relationships with individual and groups of children of all ages.

Our recruitment process is designed to find the right person with the right experience and personality who will be as passionate about supporting and developing our children as we are.



Head Teacher: Jackie De Saulles (B.Ed.)

Telephone: 020 8688 4216

Email: office@howard.croydon.sch.uk

Website: www.howard.croydon.sch.uk



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Our new Administrative Assistant will possess the following essentials:

- Experience of working in a primary school office
- Ability to prioritise workload and work quickly under pressure
- A caring and positive attitude towards all pupils and staff and visitors to the school
- Flexibility and a commitment to going that extra mile to ensure that internal and external stakeholders receive a high standard of service
- Good communication, interpersonal and organisational skills

The following skills / qualities are desirable:

- Experience in working with SIMS and Teachers2Parents
- Willingness to work some additional days if requested (notified in advance by Headteacher / Office Manager)
- First Aid training within the past two years

We offer the successful candidate:

- A welcoming, positive and caring environment
- A supportive and committed staff
- Continuous training to ensure you are up to date and fully equipped to carry out your role
- An ambitious and supportive Leadership Team
- Children who learn, thrive and achieve through our pastoral care, curriculum and activities.
- Excellent pension

If working at our school appeals to you and you believe you have the skills, experience and personality we're looking for, you are encouraged to apply as soon as possible as applications will be assessed on receipt and individual interviews arranged.

Application forms should be completed electronically and emailed to Rachel Enwonwu, Office Manager: hr@howard.croydon.sch.uk on or before Wednesday 28th September 2022. Applications received after the closing date will not be considered.

All documents relating to this position can be downloaded from the school website.

If you have any queries in connection with this position, please contact Rachel Enwonwu, Office Manager on 020 8688 4216.

CVs are not accepted. No agency enquiries will be responded to.



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Safeguarding Statement

Howard Primary School is committed to safeguarding and promoting the welfare of children and to equality of opportunity. References for shortlisted candidates will be sought prior to interview and an Enhanced Disclosure via the Disclosure and Barring Service will be completed on the successful applicant. Photographic identification and certificates of all relevant qualifications will need to be provided at the interview stage.

In line with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) the school is responsible for holding and protecting personal data. The school is required to share some data with the Local Authority and the DFE. Please see the Job Applicants' privacy notice below.

COVID19

Our school is adhering to all relevant government guidelines and we take appropriate action to ensure the safety of our children, staff and visitors.



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