



Administrative Assistant - Required for September 2022

Candidate Information Pack

1 Year Fixed Term

Closing date for applications:

Tuesday 30 August 2022

The Role

The role of the Administrative Assistant, as part of the School Office, is important. The School Office is the initial, public face of Harvington School, receiving and meeting pupils, parents and visitors. It is through the School Office, including the Administrative Assistant, that enquiries and issues are channeled and dealt with.

The Administrative Assistant works during term time as well as up to two weeks (10 days) either end of the Christmas, Easter and Summer holidays and/or during half-term holidays, as required.

The Administrative Assistant supports and promotes the policies and procedures held in the Staff Code Code of Conduct, including the Child Protection Policy and other policies that promote the welfare and care of pupils, the school's Data Protection Policy and the Privacy Notice.

Responsibilities

Main Duties as Administrative Assistant

- Assist the School Secretary in the administration of the School Office
- Assist with the following secretarial functions of the School Office, as required:
 - o Answering the telephone
 - o Answering the electronic gate entry to school
 - o Typing letters or documents
 - o Filing
 - o Maintaining and updating pupil files
 - o Mailing
 - o Photocopying
 - o Preparing documents and booklets
 - o Assisting in the administration of school activities/events
 - o Ordering and maintaining stationery supplies
 - o Assisting with Report mailing to parents
- Deputise for the School Secretary when needed
- Provide pupil welfare/First Aid
- Dispense medication to pupils (where appropriate)
- Assist pupils and respond to their enquiries
- Assist with the reception and security checks of parents and visitors to the school
- Attend to enquiries of parents and visitors, as well as taking deliveries
- Undertake break and supervisory duties as designated by the Deputy Head
- Cover absent colleagues, as directed by the Deputy Head
- Assist with the organisation of major school events

Other General School Duties

- Accept responsibility for the welfare and care of all pupils at the school, at any time
- Attend staff meetings and other meetings, within or outside normal school hours, according to the Meetings Schedule and as required by the Deputy Head
- Attend all Staff Study Days, according to Term Dates for Staff and the Meetings Schedule
- Carry out any other tasks, as could reasonably be expected, as directed by the Deputy Head

Person Specification

Criteria	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> • Educated to A level 	<ul style="list-style-type: none"> • Experience working in a school environment
Skills	<ul style="list-style-type: none"> • Excellent organisational skills • Good communication skills with young children, parents and staff • A First Aid qualification (First Aid Training is provided, if required) • Able to work within a team; a team-player 	<ul style="list-style-type: none"> • Flexibility and the ability to foresee problems and solve them
Personal Attributes	<ul style="list-style-type: none"> • Trustworthy • Honest • Discreet • Mature • Punctual • Energetic • Pro-active • Hardworking and Patient • Calm, easy-going, professional manner • Clear oral and written communication skills 	<ul style="list-style-type: none"> • Good sense of humour • Keen to use initiative • Enthusiastic
ICT competence	<ul style="list-style-type: none"> • Ability to use ICT confidently as an everyday tool to assist with running tasks • Thorough knowledge of Office 365, Word and Excel 	

How to Apply

Harvington Preparatory School & Nursery will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

1. If you would like to apply for this role, please download the application form from our website <https://harvingtonschool.com/vacancies/>
2. Your application form should be completed and returned to recruitment@durstonhouse.org by **Tuesday 30 August 2022**.

We reserve the right to appoint before the closing date for an exceptional candidate.

Safeguarding Statement

Harvington Preparatory School & Nursery is committed to safeguarding and promoting the welfare of its pupils and expects its entire staff to share this commitment. The successful applicant will be subject to child protection screening, including checks with past employers and the Disclosure Barring Service.

Equality, Diversity and Inclusion Statement

Harvington Preparatory School & Nursery is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates.



Harvington Preparatory School & Nursery
20 Castlebar Road
Ealing
W5 2DS

Telephone
020 8997 1583

Email
admin@harvingtonschool.com