



Four Lanes Community Junior School

Headteacher: Mrs J Mallaby
Deputy Headteacher: Miss N Jones

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Admin Assistant

Closing date: 29/03/2023 at 12:00
Job Start Date: 17/04/2023
Contract/Hours: Permanent, Part-time
Salary Type: Support Staff
Salary Details: Grade B, 31.25 hours /week £15,421 (£20,812 Full time equivalent)
Hours of Work: Monday to Friday 8:30am – 3:45pm term time only
Location of Role: Four Lanes Community Junior School
Contact e-mail address: m.adamiec@fourlanes-jun.hants.sch.uk

We are looking to appoint an Administrative Assistant to work as a member of our office team. You will need to be enthusiastic, adaptable and able to work under pressure as you will be undertaking a wide variety of admin tasks. You will act as the initial point of contact for parents, visitors and other stakeholders so will be an ambassador for the school and embody the values, vision and ethos of the school in all interactions.

You will need:

- Experience of working in an administration role (school based experience is not essential but would be desirable).
- A broad range of computer skills and knowledge including Microsoft Office and Outlook 365.
- To be an effective communicator, having confidence in dealing with a diverse range of people including teachers, parents, visitors, contractors.
- To answer general enquiries on the phone and in person.
- A warm and friendly manner.
- To undertake general administrative duties.
- A willingness to adapt and learn on the job.
- To maintain strict confidentiality at all times.
- To be able to prioritise your work and meet deadlines.
- To be able to work as part of a team as well as independently.
- To ensure the safeguarding of our pupils through maintaining pupil attendance and visitors to the school.
- Provide welfare support to the children including administering First Aid and notifying parents when children are ill.

In return we can offer:

- A friendly, supportive office team.
- A great opportunity to learn new skills and develop on a personal level.
- A newly renovated work space

