



# HUNSBURY PARK PRIMARY SCHOOL



**Job Title:** ADMINISTRATIVE ASSISTANT

**Starting Date:** January 2025

**Salary Grade:** Grade G (Point 8) FTE: £25,992

**Hours:** Full Time or Part Time (2 days a week) considered for the right candidate  
40 hours per week 8.00am – 4.30pm (Monday-Friday)  
39 weeks per year to include all training days

Hunsbury Park Primary School currently have a vacancy for a full time Administrative Assistant. The role is a varied and busy one working in the School Office. You will need to have had previous admin experience, preferably working within a busy school office. Support and training will be given; however, you will need to use your own initiative and be a good problem solver.

The right candidate needs to be:-

- Organised and efficient
- Have good listening skills
- Be able to follow instructions
- Computer literate
- Able to think on their feet and make decisions
- Confident in their own abilities
- Friendly, warm and welcoming
- Professional at all times

Please see the full job description and person specification attached for further details. If you wish to apply please complete the application form on **My New Term**.

**Closing Date For Applications:** Midnight on 3<sup>rd</sup> January 2025

**Interviews To Take Place:** 9<sup>th</sup> January 2025