





To inspire, enrich and nurture so each individual reaches their full potential

Hatfield Community Free School, Briars Lane, Hatfield, Herts, AL10 8ES
Website: www.hcfs.org.uk Telephone: 01707 276018 Email: office@hcfs.org.uk

 @hatfieldcfs1  @hatfieldcfs

Principal: Mrs Victoria Hobson

The HCFS is a company limited by Guarantee Registration number 07648654

Administration Assistant

Job Details

SALARY RANGE:	£23,500 - £25,119 (Full Time Equivalent) £16,342 - £17,468 (Actual Salary)
CONTRACT TYPE:	Permanent
RESPONSIBLE TO:	School Business Manager
ACCOUNTABLE TO:	Principal
HOURS OF WORK:	9:00am – 4:15pm (Tuesday and Friday) 8:30am – 2:30pm (Monday, Wednesday and Thursday) <ul style="list-style-type: none">• 30 hours per week• 30 minutes unpaid break per day• Term time only + 5 INSET Days (paid for 44.6 weeks per year)

The following qualities are essential:

- A highly professional, methodical and expeditious approach to handling data;
- A calm and personable manner;
- Good interpersonal skills; the ability to communicate effectively both in writing and verbally;
- Discretion and proven tact and diplomacy in dealing with adults and children;
- Ability to work as a member of a collaborative team;
- Capacity to remain calm and to cope with the unexpected;
- Ability to prioritise work efficiently and effectively in accordance with the School's needs and priorities;
- Energy and enthusiasm;
- Excellent ICT skills.

Principal Responsibilities:

1. First point of contact for all email, web and telephone enquiries;
2. Management of external visitors to the School including undertaking safeguarding checks;
3. As directed by senior colleagues, checking all students are in School to include contacting parents/carers of absent pupils, maintaining attendance records on the School's ICT systems, and related tasks.
4. First point of contact for sick pupils, liaise with parents/carers/staff;
5. Administrative work associated with school trips, events, dinners and clubs, including ensuring payment has been received;
6. Maintain stocks of educational equipment, including ordering, checking against delivery notes and distributing throughout the School;
7. To deliver the above work utilising a variety of ICT software;

For all of the above, training can be provided where necessary.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and task but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Person specification

Qualities	Essential	Desirable	Method of Assessment
Qualifications and Experience	<ul style="list-style-type: none">• 5 A-C GCSE or equivalent including English and Mathematics• experience of working effectively within a team and leading on own initiative• experience of working with a diverse range of individuals• understanding and awareness of issues relating to the access and use of information and knowledge• working within a school environment• sound knowledge of safeguarding and child protection	<ul style="list-style-type: none">• First Aid trained or willingness to undertake First Aid training	A/I
Skills	<ul style="list-style-type: none">• excellent written and oral communication skills;• awareness of data protection and confidentiality;• strong computer literacy;• a methodical and expeditious approach to handling data;• a calm and personable manner;• good interpersonal skills; the ability to communicate effectively with a variety of people and to assess and diffuse confrontational situations;• understanding of the School ethos and values• discretion and proven tact and diplomacy; ;• ability to work as a member of a collaborative team;• capacity to remain calm and to cope with the unexpected;• ability to prioritise work efficiently and effectively;• energy and enthusiasm	<ul style="list-style-type: none">• previous experience of working in a school• proficient with school systems such as CPOMS, Arbor	A/I/T

Personal qualities	<ul style="list-style-type: none">• able to work on own initiative with limited supervision;• ability to work as a team;• high standards in your attendance and punctuality;• problem solving approach;• a flexible approach;• problem solving;• motivated to support children• managing relationships with parents, carers, pupils, Trustees and external parties;• resilience;• enthusiastic and positive attitude	•	
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