Sir Thomas Abney and Harrington Hill Primary Schools

2 Administration Officers (1 year fixed term)

Sir Thomas Abney and Harrington Hill are looking to recruit self-motivated, approachable and organised individuals to be part of our administration teams as an Administration Officer. A full-time position is available at Harrington Hill. A part-time position is available at Sir Thomas Abney (3 days/week).

The main duty of the role is to provide efficient and effective reception, administrative and clerical support. The successful applicant will be responsible for the management of the school's reception, the maintenance of various school databases for pupil and staff records including school attendance, and the provision of administrative support to the Leadership Team, Senior Finance and Administration Officer and other members of staff as appropriate.

The successful candidate will:

- *have administration experience, preferably in a school or educational setting*
- *have excellent IT skills including Microsoft Office*
- *work efficiently to tight deadlines*
- *have excellent literacy and numeracy skills*
- *be an effective communicator who is able to lead, multi-task and work as part of a team*
- be prepared to play a full and active part in the life of the school

In return, we can offer:

- *wonderful children who strive to achieve their best*
- *a hardworking, motivated and welcoming team*
- *a professional and supportive work environment*

Hours & Salary
Harrington Hill Primary School *- Full Time 32.5 hours per week*
Monday to Friday - 8am – 4pm (30 min unpaid lunch break)
Scale: 6 Grades. (FTE – £30,063 - £31,155)
TTO (Term Time Only) £23,418 - £24,269)

Sir Thomas Abney Primary School *- Part Time 22.5 hours per week*
Wednesday, Thursday and Friday - 8am – 4pm (30 min unpaid lunch break)
Scale: 6 Grades. (FTE – £30,063 - £31,155)
TTO (Term Time Only and Part time) £16,212 - £16,801

Please note that CVs alone will not be accepted.

About us
Sir Thomas Abney and Harrington Hill are located in Hackney in East London. We work in partnership with one another and believe our schools can gain many benefits from working collaboratively and achieve more by working together.
We are committed to providing an excellent standard of education for all of our children.
Teachers, support staff and governors bring a wealth of experience to both schools and we are looking for new members of staff with the drive and energy to make a positive difference to the lives of our children and the community we serve.

Visits are warmly welcomed and encouraged. Please visit our schools websites to download our application form and to view our application pack. Please contact Mrs Alex De Dominicis **adedominicis@harringtonhill.hackney.sch.uk** to arrange an informal discussion or to arrange a visit to Harrington Hill or Sir Thomas Abney.

Start date: November 2022
Closing date: Friday 30th September 2022
Interviews: week commencing Monday 3rd October 2022

Successful applicants will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.