



That they may have life; life in all its fullness - John 10:10

Hordle CE (VA) Primary School & Nursery

Part time School Receptionist and Administration Assistant

We are currently recruiting for a part time School Receptionist and Administration Assistant to join our busy office team. This position is a part-time role Monday to Friday, as follows:

Mondays: 11-3.30pm

Tuesdays and Thursdays: 1-3.30pm

Wednesdays and Fridays: 8-3.30pm

Salary: Grade B £24,027 - £24,348 (Full time equivalent)

Actual salary: £13,388– £13,567

Hours of Work: 23.5 term time, INSET days plus 1 week during school holidays

Closing Date: Thursday 13th February 2025

Interviews: Tuesday 25th February 2025

Start date: March 2025

Overview:

We are looking to appoint a professional, hardworking School Receptionist and Administration Assistant to join our office team.

Under the guidance of the School Business Manager, you will share day to day responsibility for the school reception and will carry out a variety of administration processes to contribute to the smooth running of our school & nursery. You will be an ambassador for the school and nursery, embodying the value, vision and ethos of the school in all interactions.

This is an exciting opportunity to work as part of an experienced, supportive and hard working team.

What we're looking for:

- A strong background in receptionist/administrator positions
- The ability to work both proactively and reactively in a fast moving environment, where no two days are the same
- Strong organisation skills with a proven background working to tight deadlines
- An effective communicator, both written and verbal
- A team player - this is a role where we work very closely as Team Office and also the wider school community
- Ability to build strong relationships with a wide range of stakeholders, ensuring the families of Hordle Primary School are at the forefront of everything we do
- Willingness to adapt and manage a variety of tasks, some of which may not be your usual day to day responsibilities

Job responsibilities:

- Deal with in person, email and telephone queries, acting as the first point of contact for those arriving at the school and assisting pupils/their families, staff or the wider community with the information and support they need
- Keeping records/databases maintained and updated, ensuring security is maintained
- Contribute to the smooth running of the school's reception and hospitality facilities
- Accurately monitor and record the arrival and departure of pupils from the school site and contact parents/carers to identify reasons for non-attendance, ensuring all safeguarding procedures are followed whilst maintaining the security of the school entrance
- Ensure all external visitors to the school are signed in and staff notified as relevant
- Promote events taking place in school, including effective advertising of training courses and professional development opportunities to our local school's network
- Undertake general administration duties and fulfil processes essential to the success of the school day



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- Undertake welfare support to pupils including the provision of first aid, where appropriate
- Support the lunch team with lunchtime supervision where required

For more information on job responsibilities, please refer to the [Role Profile](#).

What we can offer you:

- A fun and supportive team
- Access to various Hampshire County Council benefits such as free access to our Employee Assistance Programme (Health Assured)
- Generous pension scheme
- Term time only hours (except for 1 week during the holidays), so school holidays at home
- Progression and training opportunities
- Regular staff social events
- Free tea/coffee and fresh fruit
- Smart/casual dress code

To apply:

May we kindly request that both an Application Form and Hampshire Schools Equalities Monitoring form is completed (electronically) and returned to either adminoffice@hordle.hants.sch.uk or to the school office.

We strongly encourage a visit to our school prior to application. Please contact our School Business Manager, Hannah Rook, either via the above email address or call 01425 611657 to arrange a visit or to discuss the role further.