



Hardwick and Cambourne Community Primary School Vacancy for a School Secretary

Required from Nov 2018

Closing date: October 5th 2018

14 hrs per week Mondays and Fridays

Salary £8.90 per hour, (£17,173 FTE – Level 2, Scale 2 Pt 12)

Required from 2nd November (or as close as possible), a part time member of staff to work Mondays and Fridays (8.30 - 4pm) in the school office on our Cambourne Campus. This post will start as part time (14 hours per week), but will very likely expand into more than two days a week as the year progresses.

We are looking for someone who will work within our office team on our Cambourne site and provide an efficient administrative service to the school leadership team, including the specific duties of collecting dinner monies and monitoring attendance. At the same time the successful candidate will need to fully embrace the ethos of the school and provide a warm and supportive welcome to all parents and visitors. Additional flexible hours to cover office staff absence on either school site may also arise during the working week.

We are looking for someone who:

- Has experience of working in an office environment.
- Is confident in the use of ICT.
- Has excellent interpersonal skills and is able to communicate effectively with a range of people including children, staff, parents, governors and visitors.
- Is approachable, good-humoured and enthusiastic and is well-motivated and able to work on their own initiative.

Previous experience of working within a secretarial capacity in a school setting will be desirable, but not essential.

In return, we can offer a very positive working environment due to;

- an enthusiastic team of teachers and support staff who are fully committed to the school and where team work is integral to everyone's role.
- happy, confident children who behave well;
- excellent support from parents, governors and the partnership of local schools.

This school is an equal opportunities employer, committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Visits to the school are strongly encouraged. Please telephone the school office on 01954 210070 or email office@hardwick.cambs.sch.uk to arrange a mutually suitable time. The full application pack is available from the school office or at www.hardwickprimary.co.uk

Completed application forms should be returned to the school or emailed to head@hardwick.cambs.sch.uk.

The closing date is Friday 5th October, interviews to be held Tuesday 9th October.

