

Chalk Ridge Primary School

Sullivan Road, Brighton Hill, Basingstoke RG22 4ER

Telephone 01256 461733

Email adminoffice@chalkridgepri.hants.sch.uk



Administrative Assistant Vacancy

Chalk Ridge Primary School has a vacancy for an organised and effective person with high standards to provide administrative support to the school. You will join our friendly and hard-working support team and contribute to the smooth running of the school and the school office.

The position is offered at 20 hours a week. Working times will be 8.30am till 10.30am and 2pm to 4pm. Monday to Friday. Term time only. This post is offered on a permanent basis starting as soon as possible by agreement. Grade B Salary Range £22,737 - £23,058 Full time equivalent. The salary offered will be pro rata within this range at £10,540.44 per annum. We would consider a job share for the right candidates.

Applicants should have the following attributes;

- Highly efficient and organised.
- Good attention to detail.
- Excellent time management, work well under pressure to meet deadlines.
- Good communication and interpersonal skills.
- Able to maintain personal and professional confidentiality.
- Ability to work in a team.
- Able to work on own initiative and prioritise workload.
- A good comprehension of the English Language is required as you will be communicating with pupils, parents, staff and other school stakeholders on a daily basis.
- IT literate, with experience using Word, Excel, PowerPoint and Outlook including email, calendar and sway.

Desired qualities;

- Previous experience of working in a school office.
- Knowledge of information management systems such as Arbor or SIMS.
- Able to operate office equipment such as photocopier, printer, laminator and shredder.
- An in date First Aid qualification or willingness to take training.

We can offer;

- Happy and enthusiastic children who enjoy school.
- A welcoming and supportive team who work closely together.
- A good school recognised by OFSTED in April 2019.

Chalk Ridge Primary School is set in a residential area in the district of Brighton Hill in Basingstoke, Hampshire. As a school we want the very best for the children in our care and aim to offer a stimulating and supportive learning environment where children's talents and gifts are nurtured and developed. Our children enjoy coming to school and attendance is in line with national average. The school has excellent learning facilities set in a safe and secure site. With well-equipped indoor and outdoor spaces including a large hall, three playgrounds, two playing fields, a woodland area and a jungle gym.

Visits to our school are strongly encouraged and welcomed.

For further information about our school or to download an application pack please visit our school website; www.chalkridgepri.hants.sch.uk

If you are interested in arranging a visit to the school or require a printed application pack to be posted out to you, please contact Mrs Nicola Brooks, PA to the Head Teacher by email; n.brooks@chalkridgepri.hants.sch.uk or telephone the school office on 01256 461733.

Completed applications should be delivered for the attention of Mrs Nicola Brooks, PA to the Headteacher, Chalk Ridge Primary School, Sullivan Road, Brighton Hill, Basingstoke RG22 4ER or emailed to; n.brooks@chalkridgepri.hants.sch.uk.

The closing date for this position is 12 Noon on Monday 15th April 2023.

We look forward to hearing from you.

Chalk Ridge Primary School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.