



Salary Scale: £26,628 - £28,272 per annum inc. (Scale 4 excluding pending pay award - April 24)

Hours: 40 hours per week x 39 weeks per year
Monday–Friday 8.00am - 4.30pm (with ½ hour for lunch each day)

Contract Term: Permanent

Start Date: September 2024 or sooner if available

Do you want to support our children and their families to make a real, positive difference to their lives?

Hazelwood Schools are seeking to recruit an optimistic, dedicated and enthusiastic individual to provide exceptional administration and front of house service in our busy main office. As the first point of contact for our parents and visitors, you will be responsible for supporting and managing all enquiries as well as provide administration support as part of our team of Administrators. In addition, the successful candidate will provide welfare support for pupils including managing medications, writing medical plans, liaising with first aid trained support staff and keeping the welfare room fully stocked.

You will need to be a problem solver who is able to work creatively in a variety of ways to help support our children, staff, parents and visitors. The role is a flexible one, with no two days the same.

We are a friendly, over-subscribed 3-form entry community school, with a large Nursery, that is creative, inclusive and fully committed to achievement for all. As a member of staff at Hazelwood Schools, you will be part of an incredible team, all working towards the school vision of ‘nurturing responsible citizens to achieve educational excellence by inspiring awe and wonder through a real, relevant, immersive and purposeful curriculum’.

We hope you will want to join us on our journey...

The ideal candidate will:

- Have previous admin experience
- Have had previous first aid training and be confident to deliver first aid daily
- Have very good interpersonal and communication skills (both written and oral), with the ability to work positively and flexibly in our busy team
- Possess excellent written and oral communication skills
- Have excellent organisational skills with the ability to plan workloads, prioritise tasks, high attention to detail and meet deadlines
- Have excellent IT skills, including a good understanding of ICT systems and software packages
- Demonstrate discretion and confidentiality
- Be able to use their own initiative and be pro-active
- Be resilient, committed, and hard working
- Be patient and nurturing, as well as being able to empathise with the needs of parents
- Build positive relationships with all stakeholders (staff, parents, visitors)
- Have a commitment to safeguarding children
- Be able to support and promote our vision and values

In return, we can offer:

- Enthusiastic, well behaved, friendly children with a love of learning;
- A strong and ambitious leadership team with a clear sense of strategic direction;
- Supportive, motivated colleagues with a “teamwork” ethic;
- A creative and inclusive school with a ‘can do’ ethos where success is recognised;
- An opportunity to be creative, innovate and take risks;
- Supportive parents and governors;
- Opportunities for training to further develop the role as appropriate

Visits to the school are strongly recommended and warmly welcomed. Please contact the school office on 020 8886 3216 or email office@hazelwood.enfield.sch.uk to arrange a tour. Please download the application pack from our website at www.hazelwoodschoools.org.uk and return it by email.

Closing date: **Monday 3rd June at 12pm**

Interview: **Wc 10th June**

We are committed to safeguarding and promoting the welfare of children. The successful candidate will undergo full DBS checks. Hazelwood Schools is an equal opportunities employer. All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. We reserve the right to withdraw this advert at any time.