



**Vacancy Details**

<b>School Name</b>	Hanham Abbots Junior School (Hanham Primary Federation)		
<b>E-mail Address</b>	<a href="mailto:hanhamabbots@hanhamprimaryfederation.org">hanhamabbots@hanhamprimaryfederation.org</a>		
<b>Post Title and Number of Positions for Vacancy</b>	Administrative Officer (1 off)		
<b>Reason For Vacancy (i.e. Maternity Cover)</b>	Resignation		
<b>Start Date for Post</b>	1 <sup>st</sup> September 2017		
<b>Contract Type</b>	Permanent		
<b>Reason for Contract and End Date (if not a permanent contract, refer to guidance on the use of fixed term/temporary contracts under Policies and Procedures).</b>			
<b>Work Type</b>	Part Time		
	Term Time Only		
<b>Total Hours of Work &amp; work pattern</b>	33.75 hours per week – every day 6.75 hours		
<b>Salary Range (Include top and bottom of salary range for all staff including teachers)</b>	Grade: H9		
	<b>Bottom of Salary range:</b>	£16,119	<b>Top of Salary Range:</b>
<b>Other Allowances (i.e. TLR, SEN, include value)</b>			
<b>Subject</b>			
<b>Vacancy Details</b>	<p>Hanham Abbots is a three form entry Junior school – part of the Hanham Primary Federation with Samuel White's Infant school.</p> <p>We are looking to recruit an administrative assistant to work in our very busy office. No two days are the same so you will need to be adaptable, good humoured and have great people skills. A high proficiency with a range of IT will be required.</p> <p>The post is Monday to Friday from 8.30 to 3.45, term time only including the 5 in service training days.</p> <p>Interviews will take place on Wednesday 12<sup>th</sup> July</p> <p>Website address - <a href="http://www.hanhamabbotsjunior.org.uk">www.hanhamabbotsjunior.org.uk</a></p> <p><i>The school is committed to safeguarding and promoting the safety and welfare of children and young people. All staff and volunteers are expected to share this commitment and all appointments will be subject to appropriate vetting, including an enhanced DBS disclosure check.</i></p> <p><i>Some roles may need to comply with the 'Childcare Act 2006' and the 'Childcare (Disqualification) Regulations 2009' where additional disclosure of information will be required.</i></p>		
<b>Closing Date</b>	Monday 3 <sup>rd</sup> July at 12 noon		
<b>Instructions on How to Apply for Post</b>	<p>If you would like to visit our school please contact Sally Malsingh on the number below</p> <p>For further information and an application form, please e-mail the school at <a href="mailto:hanhamabbots@hanhamprimaryfederation.org">hanhamabbots@hanhamprimaryfederation.org</a> or phone 01454 866576.</p>		