



**HAYDON  
SCHOOL**

**BECOME PART OF  
A GREAT TEAM**

# **ADMINISTRATION ASSISTANT - APPRENTICE**

37 hours per week 42 weeks term Time, plus Training Days. Apprentice Rate / National Minimum Pay Rate as applicable £6.50 per hour (£240 per week) paid pro rata over 12 months

Haydon is a large, friendly and creative school in North West London. We have been judged as outstanding by OFSTED.

## **THE ROLE:**

- Dealing with students, staff, contractors, parents, members of the public.
- General administration support such as word processing, photocopying, scanning, mail merge, spreadsheets, Data input to SIMS.
- Running reports from SIMS
- In-touch
- Reception duties including internal and external post
- Supporting parents evening reception on occasions
- Filing
- Assisting in reprographics, laminating, binding, GNNs, Cutting, displays etc.
- Assisting in the Finance office where relevant.
- Administration of supply cover
- General support across the whole administration departments

## **ABOUT YOU:**

At Haydon School, we really value people who work well in a team, are self-starters, enthusiastic and flexible.

## **REQUIREMENTS:**

- Degree - Desirable
- At least five GCSE Grade C, English, Maths or equivalent or a Vocational qualification
- Excellent communication and numeric skills
- Positive 'can do' attitude
- Experience of working with people in a variety of contexts.
- Experience of using a database/SIMS

- Experience of working with Word, Excel and PowerPoint including mail merge.
- Administration of supply cover
- Confidentiality

## **TO FIND OUT WHY WE'RE SO PROUD OF HAYDON SCHOOL AND LEARN MORE ABOUT THIS ROLE:**

Visit our website now [www.haydonschool.com](http://www.haydonschool.com) or check us out on twitter @HaydonSchool

## **HOW TO APPLY:**

An application form can be found on our website under 'Join Us' and 'Vacancies.' Applications and covering letter should be sent to: [gmcauliffe.312@lgflmail.org](mailto:gmcauliffe.312@lgflmail.org) Please note CVs will not be accepted

We reserve the right to interview on application

## **MORE INFORMATION:**

If you would like to discuss the post or require further information, please contact Beyhan Ercan-Razvi : [bercanrazvi.312@lgflmail.org](mailto:bercanrazvi.312@lgflmail.org)

## **CLOSING DATE -** Wednesday 25 September 2019.

Haydon School  
Wiltshire Lane  
Eastcote  
Pinner  
Middlesex  
HA5 2LX  
Tel: 020 8429 0005

Haydon School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. We strive to ensure that consistent and effective safeguarding procedures are in place to support families, students and staff at school.

ACHIEVING

# **INDIVIDUAL EXCELLENCE**

IN A CARING COMMUNITY