



**HAYDON
SCHOOL**

**BECOME PART OF
A GREAT TEAM**

ADMINISTRATOR - APPRENTICE

37 hours, 52 weeks per year

Apprentice Rate/National Minimum Pay rate as applicable £6.50 per hour (£240.50 per week)

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
- Archive documents and keep all archives spaces tidy
- Arrange the School Photographer and perform all activities necessary for smooth running of the day
- Be professional in all communications
- Take part in job rotation and shadowing to enable each member to perform all tasks across all activities of the team
- Assist in the school library, first aid room and reprographics
- Attend meetings, take minutes and produce minutes of meetings as needed
- Always maintain confidentiality
- Perform all tasks across all activities of the Administration Services Team and any other tasks relevant to the role
- Assisting in reprographics, laminating, binding, GNNs, cutting, displays etc.

ABOUT YOU:

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

REQUIREMENTS:

- Excellent communication and interpersonal skills
- Computer literate and confident with Excel, Word and PowerPoint
- Knowledge of SIMS would be an advantage.
- Able to work independently
- Adaptable, reliable and organised.

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

Visit our website now 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@igfmail.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: bercanrazvi.312@igfmail.org

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ACHIEVING

INDIVIDUAL EXCELLENCE

IN A CARING COMMUNITY