

Become part of a great team



www.haydonschool.com



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APPLY

Administrator (Part-time & 3 days per week - Wednesday to Friday).

22.5 hours per week and 38.2 weeks per year (term-time only)
(Salary - Scale 3, Point 5 £29,436 (FTE) & £14,995 (Prorata) - Immediate start

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

The Role:

- An effective, efficient and professional performance delivered across all activities of the Administration Services.
- Supporting the aims and objectives of the School.
- Perform reception duties and ensure the reception areas present a smart and professional image to all stakeholders.
- Deal with a diverse range of individuals in a variety of situations in a tactful, congenial and personal manner in order to resolve issues positively and calmly.
- General administration tasks; word processing, photocopying, scanning, mail merge, spreadsheets, input in MIS or any other databases
- Using school's MIS and creating reports using these systems
- Organising with school events, open evenings, parent evenings, etc.
- Communicate with outside agencies to arrange appointments for students and staff as needed.

About you:

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

Requirements:

- Excellent communication and interpersonal skills
- Experience of working with people in a variety of contexts
- Experience of using databases and various software packages
- High personal and professional standards
- Able to work independently.
- Adaptable, reliable and organised.

How to apply:

Please click on 'Click Here To Apply' button for our application form.

Applications and covering letter should be sent to: hr@haydonschool.com.

Please note: CVs will not be accepted. We reserve the right to interview on application.

More info:

If you would like to discuss the post or require further information, please contact HR Manager: hr@haydonschool.com

Achieving individual excellence
in a caring community