



## ADMIN RESOURCES ASSISTANT

Permanent FTE required as soon as possible

**Salary:** Grade 4, £23,500 per annum (pro rata approx. £16,415 per annum)

**Hours:** 30 hours per week 8am-2.30pm or 9.30am-4pm Monday-Friday  
(with a 1/2hr unpaid lunch break)

Term Time Only, plus INSET days

**Closing date:** Wednesday 28<sup>th</sup> August 2024

**Interview date:** week commencing 2<sup>nd</sup> September 2024

**'Staff are enthusiastic about working at the school. They are also very positive about leaders' attention to their well-being. Leaders are considerate of staff workload.'** – *Ofsted report 2022*

### We can offer you:

- A supportive and strong team, which recognises the importance of staff wellbeing
- Ongoing support with continuing professional development to enhance staff expertise
- A school with good transport links

### We are looking for someone who:

- Is enthusiastic, proactive, resilient and resourceful
- Can provide excellent cover on the main school reception
- Can provide administrative support for the various departments across the school
- Can assist with student attendance when required
- Can man the medical room and provide first aid on a rota basis
- Can provide trips and visits support for the various departments across the school
- Presents a professional image in terms of dress code and attitude
- Promotes the ethos and good reputation of the school, ensuring effective communication both internally and externally
- Has good communication and organisational skills and the ability to provide a safe and productive working environment
- Is a flexible and responsive individual

### What we expect from you is:

- Good communication skills
- Excellent use of ICT
- Flexibility and ability to respond to changes in plans rapidly
- A minimum of 5 GCSE passes A to C, including English and Maths
- A strong team player

**Please see our website for an application form and further details.**

THE ANGMERING SCHOOL, STATION ROAD, WEST SUSSEX, BN16 4HH Tel. 01903 772351 Fax 01903 850752

e-mail [recruitment@theangmeringschool.co.uk](mailto:recruitment@theangmeringschool.co.uk) website [www.angmeringschool.co.uk](http://www.angmeringschool.co.uk)

The Angmering School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. . The post is subject to a Criminal Records Check. **Only completion of all appropriate forms will be considered for short listing.**



[www.angmeringschool.co.uk](http://www.angmeringschool.co.uk)

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Simon Liley  
B.En

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Respect  
Courage



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