

ADMIN RESOURCES ASSISTANT

Permanent FTE September 2025

Salary: Grade 4, £24,790 per annum (pro rata approx. £21,357 per annum)

Hours: 37 hours per week 8am-4.30pm Monday-Thursday, 8am-4pm Friday
(with a 1hr unpaid lunch break)

Term Time Only, plus INSET days

Closing date: Thursday 3rd July 2025

Interview date: week commencing 7th July 2025

‘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 an excellent front of house service
- 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 website 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.**