



Park Community School, Middle Park Way, Havant, PO9 4BU

Administrative Assistant

Salary – B Grade - £20,552 per annum (FTE £24,027)

37 hours per week, 39 weeks per annum (term time only)

Benefits include 24 days' annual leave plus bank holidays, and Local Government Pension Scheme

Fixed Term for one year in first instance

Park Community School offers a fantastic working environment, a range of employee benefits and the opportunity to make a difference in a fast-paced and ambitious school.

We are recruiting an Administrative Assistant to:

- To support with general administration duties within the school, with a specific focus on the recording and monitoring of attendance.
- The role will also provide opportunities to work with individual children who may struggle with their attendance in a mentoring role

The ideal candidate will have experience of working in a busy office and be proficient in Microsoft Windows packages. Experience of SIMS would be advantageous, but not essential.

We are looking for an enthusiastic, self-motivated person with a flexible approach, good communication and organisational skills and a high level of attention to detail.

To apply, please download a support staff application form from <https://www.pcs.hants.sch.uk/employment.php> or email recruitment@pcs.hants.sch.uk to request a form.

We look forward to hearing from you.

Closing date: 24 January 2025
Interview Date: To be arranged.

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks. In promoting equal opportunities, the school welcomes applications from all sections of the community.