

Henry Fawcett is looking for Administrators with a passion to be outstanding!



Exciting career opportunity at our rapidly improving school

Administrative Assistant

Scale 4 : £21,120 - £23,145

(pro rata over 42 weeks, 35 hrs per week)

Henry Fawcett needs an exceptional person to fill the role of Administrative Assistant in a happy but hardworking section of the school. We are a fast moving school, constantly improving, with a vibrant, committed staff. We are looking for the right person to join our school and fill this important role. The successful candidate will have:

- ⇒ Excellent interpersonal and organisational skills
- ⇒ The ability to work under pressure yet remain calm in the sometimes hectic and unique atmosphere of a busy office
- ⇒ The ability to deal effectively and calmly with the needs of our community
- ⇒ A confident telephone manner
- ⇒ Accurate keyboard typing skills and a sound knowledge of Word and Excel
- ⇒ Flexibility in their working hours (office opening hours 7.30am—4.45pm)
- ⇒ Experience of using SIMS.net would be useful but not essential

Closing Date: Wednesday 8 March 2017

Interviews: Monday 13 March 2017

Download an application pack at www.henryfawcett.org.uk

Visits welcome: please ring Bridget Byrne to arrange a visit

Henry Fawcett Primary School
Bowling Green Street, London SE11 5BZ

Tel: 020 7735 2764

Email: admin@henryfawcett.lambeth.sch.uk

Web: www.henryfawcett.org.uk

About Us:

- ◆ Excellent CPD opportunities
- ◆ Supportive friendly staff
- ◆ Positive teamwork approach
- ◆ Fantastic children who love to learn
- ◆ Strong vision and values in our Community
- ◆ Minister of State for School Standards commends Henry Fawcett for being top 3% of school for progress (2017)
- ◆ Exciting curriculum
- ◆ Low class numbers
- ◆ 90% level 4 reading, 90% level 4 writing (SATs 2015)
- ◆ High achieving pupils
- ◆ Outstanding behaviour (Ofsted 2012)
- ◆ All teachers good or outstanding



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