



School Administrator Ref: AO/Jul26

HAYLANDS PRIMARY SCHOOL, Bettsworth Road, Ryde, Isle Of Wight,
PO33 3HA Tel: 01983 563372, Email: headteacher@haylands.iow.sch.uk.
Website: www.haylands.iow.sch.uk

Headteacher: Mrs Katrina Shaer

Salary: IWC Hay Scale 7, £25,337 £26,600 (actual salary) – (£28,598 - £30,024 (full time equivalent)

Hours: 37 hours per week, 08:00 to 16:00 Monday to Thursday & 08.00 to 15:30 Friday, term-time only

Permanent contract

Are you ready to make a difference?

At Haylands Primary School, our motto is *"Every child, every day, every success."* We pride ourselves on being a warm, inclusive, and vibrant community where everyone belongs and everyone is valued. We are looking to appoint an excellent, highly motivated, and welcoming Administrative Assistant to join our friendly, hardworking office team.

As the first point of contact for our school, you will play a vital role in upholding our core **READY** values:

- **R - Respect:** Treating our visitors, families, and environment kindly.
- **E - Excellence:** Taking pride in doing your best to keep our school running smoothly.
- **A - Aspiration:** Aiming high and bringing a positive, forward-thinking attitude to our team.
- **D - Determination:** Staying resilient and solution-focused when a school day gets busy.
- **Y - You Matter:** Making sure every child, parent, and colleague feels supported and heard.

The Role:

This is a varied role where no two days are the same. Under the guidance of senior staff, you will provide general administrative and financial support to the school. Your tasks will include:

- **Organisation & Welfare:** Undertaking reception duties, answering phone calls, signing in visitors, and assisting with pupil first aid, welfare, and school trip arrangements.
- **Administration:** Managing manual and computerised management information systems, maintaining pupil reports, taking notes at meetings, and sorting mail.
- **Resources:** Operating complex ICT packages (Word, Excel, databases), managing school stock, and processing orders.
- **Premises:** Coordinating the routine administration of school lettings and premises use.

Successful applicants will have:

- Excellent administrative and organisational skills, ideally with experience working in a school environment.
- The ability to operate relevant equipment and complex ICT packages confidently.
- Experience of school MIS systems
- A friendly, confident, and professional personality with a strong commitment to fairness and dignity.
- Level 2 qualifications (GCSE Grade C/4+ or equivalent) in both Maths and English, **or the ability to prove through relevant experience that you can handle Maths and English related tasks to a high standard**
- A strict commitment to safeguarding, data protection, and maintaining absolute confidentiality.

In return, Haylands can offer you:

- Fantastic children who are enthusiastic, polite, and keen to learn.
- A beautiful, state-of-the-art building and modern working environment.
- An enthusiastic, supportive leadership team genuinely committed to your wellbeing.
- Excellent opportunities for professional development and continuous learning.
- The chance to be part of a close-knit, dedicated team that feels like a family

Please note that we reserve the right to close this vacancy early and interview should we receive a sufficient number of suitable applications. We encourage early applications to avoid disappointment.

Visits to the school are welcome; to arrange a visit or for further information and an application pack, please contact Michelle Gladdis, School Business Manager on 01983 563372 or by e-mail to recruitment@haylands.iow.sch.uk. Completed applications should be returned to the school. Please note, we are unable to accept CVs.

Haylands Primary School and the Isle of Wight Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks. This post is classed as regulated activity and is exempt from the Rehabilitation of Offenders Act 1974.

Closing date: Monday 20th July at midday