



Administrative Officer Ref: AA/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 4, £19,400 - £19707 (actual salary) £25,584 - £25,989 (FTE)

Hours: 32.5 hours per week, 08:15 to 15:15 Monday to 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 direction of our Administration Officer and School Business Manager, your daily tasks will include:

- Managing our busy reception desk, answering phone calls, and welcoming visitors.
- Assisting with pupil welfare and first aid duties, looking after sick children, and liaising with parents.
- Providing routine clerical support, including data entry on computerised management information systems, typing, filing, and managing mail.
- Handling routine financial administration, such as recording dinner money.

Successful applicants will have:

- Excellent administrative and organisational skills, ideally with experience working in a school environment.

- 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**
- The ability to maintain absolute confidentiality and follow strict safeguarding procedures.

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