

Senior Administrator – Permanent

Actual Salary Range:	<i>£24,066 - £25,846 per annum</i>
Hours:	<i>36 hours per week x 39 weeks per year (Monday – Friday 8.00 am – 16.20 pm (with 1 hour for lunch each day)</i>
Contract:	<i>Permanent</i>
Required:	<i>January 2022</i>

Do you want to support our children and families to make a real, positive difference to their lives?

Hazelwood Schools are seeking to recruit an optimistic, enthusiastic Senior Administrator to join our successful, vibrant, diverse school. You will need to be a problem solver who is able to work flexibly and creatively in a variety of ways in a busy office environment. You must have exceptional computer skills and ideally have comprehensive knowledge of MIS and various other school systems

We are a friendly, over-subscribed 3-form entry community school that is creative, inclusive and fully committed to achievement for all. As a member of staff at Hazelwood Schools

The ideal candidate will:

- Be an excellent, imaginative part of the administration team with the ability to lead by example within a small office team
- Have a passion for learning and be happy to work in the ever-evolving environment
- Have good knowledge in key school systems, such as Scholarpack, ParentPay but not limited to
- Have very good interpersonal and communication skills, with the ability to work positively and flexibly in our busy team
- Have good knowledge of school structures and be able to anticipate, plan and execute effectively
- Have a commitment to safeguarding children;
- Be pre-emptive and pro-active
- Be able to support and promote our vision and values

In return, we can offer:

- Enthusiastic, well behaved, friendly children
- A strong and ambitious new leadership team with a clear sense of strategic direction
- Supportive, motivated colleagues with a “Teamwork” ethic
- A creative and inclusive school with a ‘can do’ ethos where success is recognised
- An opportunity to be creative, innovate and take risks
- Supportive parents and governors
- Opportunities for training to further develop the role as appropriate

Visits to the school are strongly recommended and warmly welcomed. Please contact the school office on 020 8886 3216 or email office@hazelwood.enfield.sch.uk to arrange a tour.

Please download the application pack from our website at https://hazelwoodschools.org.uk/?page_id=34247 and return your application by email to the school at office@hazelwood.enfield.sch.uk by the closing date.

Closing date: **Monday 6th December 2021 at Midday**

Interview: **Week commencing - 13th December 2021**

We are committed to safeguarding and promoting the welfare of children. The successful candidate will undergo full DBS checks. Hazelwood Schools is an equal opportunities employer. All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. We reserve the right to withdraw this advert at any time.