



## Senior Administrative Assistant

Closing date:	12 March 2021
Contract/Hours:	Permanent, Full-time – Term time only
Salary Type:	Grade C1 – C5 FTE £18,933 - £19,941 (pro rata)
Hours of Work:	37pw Mon-Thurs 8.00am to 4.00pm, Friday 8.00am to 3.30pm (Hours non-negotiable)
Location of Role:	The Bridge Education Centre

The Bridge Education Centre are seeking to appoint an enthusiastic person to join our admin team and play a valuable role in the creation of individualised programmes to support, engage, stretch and challenge young people who present with a spectrum of needs with our intervention, therapeutic and academic teams.

The child lies at the heart of our practice and you would be able to demonstrate: unconditional positive regard, academic excellence, the highest expectations for the children and yourself, develop a restorative teaching approach to behaviour and possess the dynamism, imagination and skill to work collaboratively at all levels toward improved outcomes for our children.

The Bridge Education centre has the highest reputation for improving the lives of children in difficult circumstances, an excellent proven record and the expertise to take your practice to the next level.

This role is diverse but will require strong administrative skills and the ability to thrive under pressure whilst working at pace.

You will need to bring a positive mind set and strong inter personal skills as this role will involve meeting the needs of staff, pupils and parents.

### Key responsibilities will include:

- HR recruitment of staff following safer recruitment processes, processing of claims, absence and reconciliation on SAP/IBC system;
- Maintenance of appropriate filing systems;
- Produce correspondence;
- Work closely with the Deputy Headteacher organising meeting with parents, schools and outside agencies;
- Communicating with parents and stakeholders, including emails, telephone calls and a range of visitors;
- Must have experience of working in a school administration and HR environment;
- Be competent in the use of SAP/IBC systems for HR related input;
- Have a sound knowledge and experience of a range of computer systems, including Word, Excel and SIMS
- Have excellent general administrative and organisational skills;

- Have the ability to prioritise and work independently;
- Have a caring nature with the ability to stay calm under pressure;
- Relate well to children, staff parents, governors and all members of the school community

Previous applicants need not apply.

### **Application Procedure**

An application form can be obtained by email [office.bridge@bec.hants.sch.uk](mailto:office.bridge@bec.hants.sch.uk), from the school website [www.bec-hants.co.uk](http://www.bec-hants.co.uk), or by telephone on 02380 629306.

If you have any further enquiries about this post, please do not hesitate to contact Pauline Franks (Business Manager) at the Bridge Education Centre (02380 629306).