



**Highwoods Academy**  
**Highwoods Road,**  
**Mexborough,**  
**S64 9ES.**  
**Tel: 01709 583273**

**ADMINISTRATION ASSISTANT** required asap

Grade 5 £16781 per annum - pro rata  
30 hours per week, term time only, Monday to Friday

We are looking for a highly organised individual to provide high quality administration support for a busy school office.

The successful candidate will undertake reception duties, answering the telephone and face to face enquires and receive visitors, as well as a wide variety of administrative duties.

Above all, our school wants someone who will be part of our team, someone both professional in their response to duties and personable with staff, parents and pupils. The person will need to be adaptable and be able to cope with conflicting demands. They will always have the interests of the school and its pupils at heart and be loyal to the school.

Our school can offer:

- A friendly, caring and supportive team;
- Quality professional development opportunities;
- Well behaved, polite and enthusiastic pupils; and
- Supportive parents and governors.

The role is a challenging and rewarding one and applicants must have good communication skills in order to meet the demands of the role.

Highwoods Academy is committed to safeguarding and promoting the welfare of our children and expects all staff, and volunteers, to share this commitment. Successful candidates will be required to undertake an enhanced DBS check.

### **Equal Opportunities**

We are committed to equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed. To find out more about Doncaster Council please visit <http://www.doncaster.gov.uk>

Completed application forms should be returned directly to the school.

Closing date 3<sup>rd</sup> November 2017, 12 noon  
Shortlisting 6<sup>th</sup> November 2017

Interviews will take place Thursday 9<sup>th</sup> November