

**SCHOOL ADMINISTRATIVE ASSISTANT  
PART-TIME, TERM TIME ONLY**

**HALL GREEN SCHOOL (AN ACADEMY)  
SOUTHAM ROAD  
HALL GREEN  
BIRMINGHAM  
B28 OAA**

**Posted:** Thursday 30 June 2022  
**Dates:** Apply by 9.00 am, Wednesday 13 July 2022  
**Salary:** Grade 2, Point 3 - 7 £18,887.00 - £20,444.00  
(actual salary £14,704.00 - £16,283.00) dependent on experience.  
**Location:** Birmingham  
**Contract Type:** Part Time, Term Time only  
**Contract Term:** Fixed Term, September 2022 – July 2023  
**Organisation type:** Mainstream with Resource Base  
**Phase:** Secondary  
**Funding status:** State Converter Academy since February 2012  
**Gender:** Mixed

We are currently seeking a highly motivated School Administrative Assistant to work with our Cover Co-ordinator and assist in our busy School Office. The successful candidate will be responsible for providing, to a high standard, a professional and welcoming School Reception and undertaking administrative duties.

Hall Green School is a very popular, heavily oversubscribed and academically successful 11-16 Converter Academy. We are a highly diverse institution, both ethnically and as a fully accessible mainstream school, attracting pupils from across the city with physical disabilities. We have wonderful students who fully contribute to the school's 'caring, nurturing and inclusive culture' described by Ofsted (2019) as 'a welcoming and inclusive school' where 'pupils are happy, and they achieve well' and the 'positive relationships between pupils and staff are a hallmark of the school'.

You will be working 32.5 hours per week, over 5 days, excluding a 30-minute lunch break, term-time only. This vacancy is fixed term from September 2022 – July 2023. The successful candidate will be a reliable, enthusiastic and flexible team-player who can communicate well with staff and pupils alike. You will need to:

- Provide administrative support to the Cover Co-ordinator
- Provide excellent reception and switchboard support to the school
- Maintain accurate manual and computerised records (including Excel and Mail Merge)
- Organise and distribute incoming and outgoing post and deliveries
- Undertake filing, reprographic duties and other associated tasks
- Provide administrative tasks for pupils, parents/carers
- Provide administrative tasks to the highest quality standards.

Most importantly, we are looking for a candidate who shares the school's approach and commitment to the success and wellbeing of its young people. You are warmly invited to speak to Mrs P Elliott, PA to the Headteacher and to make an appointment to visit the school in action.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak and write fluently in English is an essential requirement for this role.

Hall Green School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the School to share this commitment. The successful applicant will be subject to the following checks: enhanced DBS, Childcare Disqualification (where applicable), a prohibition from teaching (where applicable), qualifications (where applicable), medical fitness, identity and right to work. All applicants will also be required to provide two suitable references.

The closing date for applications is 9.00 am on Wednesday 13 July 2022.

For further details and an application pack please see the school website [www.hallgreen.bham.sch.uk](http://www.hallgreen.bham.sch.uk) or email [recruitment@hallgreen.bham.sch.uk](mailto:recruitment@hallgreen.bham.sch.uk).

Please note that all applicants must complete the school's application form only. Any other form of application or CVs alone will not be accepted.