

# Headlands School



## **Support Services Assistant Scale Point 4 - £19,312 pro rata (Actual Salary £16,093) 7.30am to 3.30pm daily 37 hours per week, term time only +5 days**

If you want to work in a role where no two days are the same, this is the job for you!

We are seeking an enthusiastic Support Services Assistant to work in both the school's Main Office and Student Services office. Duties will be varied but will involve working with all members of the school community in differing capacities. Working across a range of software packages, dealing with all aspects of administrative support.

There will be first aid duties as part of a first aid team therefore a First Aid Certificate would be advantageous but is not essential as training will be provided.

You should have recent experience of working in a very busy office environment, be a true team player with excellent communication and organisational skills. With up to date knowledge of lean administrative procedures, systems and relevant use of software. You will be supported to work on your own initiative, offering solutions to meet the demanding requirements of the role.

We can offer:

- A chance to develop with superb quality CPD opportunities
- Access to a free onsite Gym
- A supportive and collaborate team working environment, where we ensure staff wellbeing remains a top priority
- Access to a free staff Counselling Service
- Cycle to Work Scheme
- Local Authority Rewards Scheme

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. These appointments will be subject to an Enhanced DBS check.

An application pack can be obtained from our website: [www.headlandsschool.co.uk](http://www.headlandsschool.co.uk). Please apply by emailing your completed application form to [h.r@headlandsschool.co.uk](mailto:h.r@headlandsschool.co.uk).

Closing Date: 9 November 2021

Interview Date: Week commencing 15 November 2021