



Harrow Way Community School  
Harrow Way, Andover, Hants, SP10 3RH  
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[www.harrowway.hants.sch.uk](http://www.harrowway.hants.sch.uk)

*“Harrow Way continues to be a good school. Senior and Middle Leaders are resolute in ensuring all pupils make good progress. A dedicated group of staff, led by an exceptional Headteacher.” Ofsted May 2017*

### **ADMINISTRATION ASSISTANT**

**32 hours per week, Monday – Friday  
40 weeks per year (term time plus 1 week)  
Grade C - £14,617 - £15,395 (£19,265 - £20,290 FTE)**

Harrow Way is a vibrant, popular and successful secondary school which is oversubscribed.

An opportunity is available to be part of our Support Staff team as an Administrator. We are seeking to appoint an organised and motivated professional to support various admin areas.

#### **Required skills:**

- Sound knowledge and experience of using Microsoft and google applications, including the use of mail merge.
- Excellent administration skills (including data entry, producing letters & communications, placing orders for goods/services)
- Excellent attention to detail and produces accurate work.
- Ability to work under own initiative and as part of a team.
- Excellent interpersonal and communication skills and be able to work calmly under pressure.
- Highly organised and able to prioritise.
- Competent in advanced photocopying processes.

Prospective applicants are welcome to visit the school. For an informal discussion regarding this post, or to arrange a visit, please contact Tracey Roberts, School Business Manager, on the above number. Application packs are available from the school website.

Closing date: 20<sup>th</sup> May 2022 – 12 noon

Harrow Way Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.