

# Become part of a great team



[www.haydonschool.com](http://www.haydonschool.com)



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**APPLY**

## Administrator

37 hours per week and 52 weeks per year  
Salary - Scale 3, Point 5 to 6 - £28,320.00 to £28,728.00  
Immediate start

*Haydon is a large, friendly and creative school in North West London. We have been judged as good by OFSTED.*

### The Role:

- An effective, efficient and professional performance delivered across all activities of the Administration Services.
- Supporting the aims and objectives of the School.
- Perform reception duties and ensure the reception areas present a smart and professional image to all stakeholders.
- Deal with a diverse range of individuals in a variety of situations in a tactful, congenial and personal manner in order to resolve issues positively and calmly.
- General administration tasks; word processing, photocopying, scanning, mail merge, spreadsheets, input in MIS or any other databases
- Using school's MIS and creating reports using these systems
- Organising with school events, open evenings, parent evenings, etc.
- Communicate with outside agencies to arrange appointments for students and staff as needed.

### About you:

At Haydon School, we really value people who work well in a team, are self-starters, enthusiastic, flexible and have a can do attitude.

### Requirements:

- Excellent communication and interpersonal skills
- Experience of working with people in a variety of contexts
- Experience of using databases and various software packages
- High personal and professional standards
- Able to work independently.
- Adaptable, reliable and organised.

### How to apply:

Please click on 'Click Here To Apply' button for our application form.

Applications and covering letter should be sent to: [hr@haydonschool.com](mailto:hr@haydonschool.com).

Please note: CVs will not be accepted. We reserve the right to interview on application.

### More info:

If you would like to discuss the post or require further information, please contact HR Manager: [hr@haydonschool.com](mailto:hr@haydonschool.com)

Achieving individual excellence  
in a caring community