



THE HAYFIELD SCHOOL

Administration Assistant Recruitment Information Pack



📍 The Hayfield School, Hurst Lane,
Auckley, Doncaster, DN9 3HG
Headteacher: Lisa Fox
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Dear Applicant

Thank you for your enquiry requesting further details and an application form for the post of Administration Assistant at The Hayfield School. This is an exciting time to join the school and a real opportunity to work in a highly successful department.

We are looking to appoint a talented and/or highly experienced Administration Assistant with a “can do” approach and a willingness to go the extra mile. Strong communication skills and emotional intelligence are essential, together with resilience and an ability to work collaboratively. The right person will be well qualified with a desire to support students to achieve their very best both academically and personally. Successful candidates will be supported with excellent training and development opportunities.

The Hayfield School provides an extremely positive, high quality and enjoyable learning experience and aims to inspire students to achieve their very best. There is a strong track record of securing high standards of achievement but we refuse to rest on our laurels, always striving to become even better.

Everyone within the school community places great importance on the development of the whole person whether this is a student or a member of staff. The school has a strong ethos and there is a sense of pride among staff and students for the quality of their work together. Leaders at all levels are ambitious and continuously focus on securing improvement. The effective sharing of best practice and high quality CPD opportunities underpin the school’s vision, that we are all part of the learning community. You will be joining an ambitious and innovative school, so we are looking for a highly skilled member of staff who can secure positive outcomes in their field and for the students they will be supporting.

To get a flavour of our school you might want to check our twitter account @hayfield_school and peruse our website.

The Hayfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced criminal record check by the DBS.

If you believe that The Hayfield School can provide the challenges and opportunities you are looking for then please complete an application form via the TES website. If you would like an informal discussion or require further information about the role or the opportunity to visit prior to applying please do not hesitate to contact Paula Kynman, HR Manager, pkyn@thehayfieldschool.co.uk.

Yours faithfully

Lisa Fox
Headteacher

The Application Process

Please complete an application form via the TES website.

Applicants should return a completed application form along with a supporting letter of no more than 2 sides of A4 outlining:

- ❖ an explanation of how your skills and experience would make you an exceptional candidate for the post of 'Administration Assistant at The Hayfield School.

Closing Date: Thursday 19th January 2023

Interviews: Tuesday 24th January 2023

Queries

If you would like an informal conversation, or if you have any queries on any aspect of the application process or need additional information please contact Mrs P Kynman, HR Manager, on 01302 770589 or e-mail pkv@thehayfieldschool.co.uk.