



## Holly Primary School

Holly Drive, Forest Town, Mansfield, Nottinghamshire NG19 0NT

t: 01623 477280 f: 01623 653101 e: [office65@holly.notts.sch.uk](mailto:office65@holly.notts.sch.uk)

[www.holly.notts.sch.uk](http://www.holly.notts.sch.uk)

Head Teacher: Mr. Duncan White

Deputy Head Teacher: Miss. Sophie McGuiness

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### Administration Assistant

Part Time 29.6 hours per week, Term time only – Grade 3 point 5 – 7

Workings Days: Tuesday to Friday 08:00 – 16:00

An exciting opportunity has arisen for the role of Administration Assistant at Holly Primary School. The successful candidate will have a positive and flexible approach, while managing a diverse and demanding workload and be highly motivated, enthusiastic, analytical and innovative.

They will also

- Demonstrate excellent organisation, administration, record keeping and presentation skills
- Ability to work under pressure and prioritise workload.
- Show excellent interpersonal skills with the ability to communicate clearly and effectively at all levels
- Provide a warm and friendly welcome to our parents, governors and the wider community

Experience of working in a school setting is desirable.

In return, we can offer you:

- A welcoming, friendly and supportive staff & fantastic children
- A strong sense of community and belonging where everyone is valued
- Local Government Pension Scheme

Visits to school are warmly welcomed. Please telephone the school to make an appointment.

Application forms and further details for the above post are available from the school website [www.holly.notts.sch.uk](http://www.holly.notts.sch.uk) (Vacancies section). Please email completed applications to [head8@holly.notts.sch.uk](mailto:head8@holly.notts.sch.uk)

Closing date: 30/09/2022 9.00am

Interview date: Week commencing 03/10/2022

Start date: As soon as possible

Holly Primary is committed to safer recruitment procedures. All appointments are made subject to enhanced DBS checks, checks on professional qualifications and eligibility.

Holly Primary School welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation for posts within educational settings.

