



## **Administration Assistant – Role B**

**Hove Learning Federation – Based at Portland Road site**

**14 hours per week, 2 days per week (8.00 am til 4.00 pm)**

**Permanent contract, term time only**

**Scale 4a, Point 9-10**

**£26,409 - £26,835 per annum (full-time equivalent), this salary will be pro rata.**

We are looking for an Administration Assistant to work in our busy school office at our Portland Road site. Working days required are Mondays and Fridays.

Working under the guidance of our Office Manager, you will need to be able to exercise initiative and work well under pressure. You will need to be a friendly and approachable individual, with the ability to multi-task while being interrupted.

Successful candidates will:

- Have relevant experience of working in a reception role.
- Be responsible for monitoring and evaluating pupil attendance.
- Be able to build good relationships with our children, parents and carers and with other school staff.
- Be flexible to the demands of the role.
- Have strong telephone and communication skills.
- Be prepared to undertake first aid training and any other relevant training.
- Be able to maintain confidentiality and sensitivity.
- Have a positive attitude and sense of humour.

Previous experience in a school setting would be an advantage but is not essential.

West Hove Infant and Hove Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are proud that our school is a culturally rich and diverse place of learning, and we are keen to encourage people from diverse ethnic backgrounds to apply and join our staff team. The school has a strong focus on Equality, Diversity & Inclusion for our pupils, staff and governors and we are passionate about creating an environment where every pupil can thrive. We are also very proud that Hove Junior School is an Inclusion Quality Mark (IQM) Centre of Excellence.

Employment under the Federated Board includes all locations/sites where both schools operate. Under this contract, you may be asked to work across different locations under the Federated Board, either temporarily or permanently.

**To apply for this job, contact:**  
**Sarah Shaw, Joint School Business Manager**  
**Email: [sarahshaw@hovejun.brighton-hove.sch.uk](mailto:sarahshaw@hovejun.brighton-hove.sch.uk)**

**Closing Date: 26<sup>th</sup> June 2025**  
**Interview Date: 2<sup>nd</sup> July 2025**  
**Start Date: 1<sup>st</sup> September 2025**

**WEST HOVE INFANT SCHOOL**, School Road Site, Portland Road, Hove, East Sussex, BN3 5JA, Tel: 01273 733386, Fax: 01273 323867, Email: [admin@westhove-inf.brighton-hove.sch.uk](mailto:admin@westhove-inf.brighton-hove.sch.uk)

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