



WOODFIELD SCHOOL

Malmes Croft, Leverstock Green
Hemel Hempstead, Hertfordshire, HP3 8RL
Telephone: 01442 253476

Email: admin@woodfield.herts.sch.uk

Website: www.woodfield.herts.sch.uk

Headteacher:
Mrs Kate Marrs-Gant MA(Ed)

Vacancy: School Secretary – 35 hours per week, term time + one week

Pay Scale: H4 - £20,043 to £21,269 pro rata

Start Date: As soon as possible

Would you like to work in a school where enjoyment, fun and laughter is encouraged and where everyone's achievements are valued and celebrated within a positive and supportive environment?

Woodfield is a successful and friendly Outstanding Special School for children and young people aged 3-19 with severe and profound learning needs. Many pupils have additional complex needs including autistic spectrum disorders, epilepsy, physical and sensory impairments; many need regular medical intervention.

We need a School Secretary to join our team of friendly supportive colleagues at this special school in Hemel Hempstead starting as soon as possible. 35 hours per week Monday to Friday, 08:30 to 16:30 term time + one week only.

We are seeking an efficient and professional individual to join our school front office team. Duties will include providing secretarial support to staff in respect of all pupil admin and acting as the first point of contact for parents and visitors. Working as part of a friendly, proactive and committed team, the successful candidate will have strong interpersonal and communication skills, with an adaptable approach to their work. Excellent administrative and IT skills are essential; using Microsoft Word, Excel and Publisher, and Arbor Database for pupil data, attendance, school lunches and payments. Previous experience of working in a front of house environment or a school office is desirable but not essential as training will be available.

The school is committed to the safeguarding of children and is a committed equal opportunities employer. Please note that our safeguarding requirements and practices mean we are only able to consider complete applications submitted using the application form – we are unable to accept CV applications. The successful applicant will be subject to an enhanced DBS check and successful recruitment checks including satisfactory references.

Application pack from www.woodfield.herts.sch.uk or www.teachinherts.com

Closing date for applications: **Thursday 12th May 2022 at 9am**

Interview Dates: **Thursday 19th May 2022**

Successful candidates will be invited for interview via email

