



Administration Assistant (HR and Finance)

NJC Grade 5 (£25,584.00 FTE)

Term Time + INSET Days – 37 hours p/w (8.00am to 4.00pm)

Are you looking for an exciting opportunity to join a vibrant school community that puts the students at the heart of everything it does?

We are on the hunt for a dynamic and experienced Administration Assistant to support our busy office in a friendly and welcoming environment. Working alongside a dedicated team, you will play a vital role in providing general administrative support to assist the smooth running of the office and also to the leadership team.

Your main responsibilities will be looking after the HR and Finance administration but also involve reception cover and other general office duties as part of this busy team.

To thrive in this role, you'll need to be resilient, robust, and able to juggle a variety of deadlines and requirements. An organised approach and the ability to think on your feet are essential traits. Experience in a school office is crucial, and familiarity with SEMH (Social, Emotional, and Mental Health) is ideal, as your role will involve supporting our students and communicating effectively with them and their families. This is a demanding role and requires a sense of calm and understanding but is very rewarding and no two days are the same.

The position is full-time, with working hours from 8am to 4pm, including a half-hour lunch break. However, we are open to considering job shares between two part-time staff as long as the range of hours are covered. If you have a passion for education and want to make a difference in our school, we would love to hear from you.

Cornfield School is located in the seaside town of Littlehampton and has 77 students on roll, aged between 8 and 16 and who have Social, Emotional or Behavioural difficulties. This is an excellent opportunity for the successful candidate to work in a good school (OFSTED June 2021) that focuses on supporting SEMH students to become more independent and provide them with skills and experiences that will enable them to be successful in life.

Please see Job Description and Person Specification attached.

Completed application forms should be sent to Caroline Furlonger, School Business Manager, at cfurlonger@cornfieldschool.org.uk. Visits to the school are encouraged and can also be arranged by email or by calling 01903 731277.

Closing date: Monday 9th December at midday

Interview date: Monday 16th December

Cornfield School is fully committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and all positions are subject to an Enhanced DBS Check being carried out. References will be taken up for all shortlisted candidates prior to interview. As part of our commitment to Keeping Children Safe in Education, we will carry out online searches on any publicly available information for all shortlisted candidates. Any concerns identified may be explored as part of the interview process. By applying for a role at Cornfield School, you are agreeing to these checks being undertaken.