



HEAD TEACHER CINDY O'SULLIVAN
 GOSDEN HOUSE SCHOOL, BRAMLEY, GUILDFORD, GU5 0AH
 TEL 01483 892008 WWW.GOSDEN-HOUSE.SURREY.SCH.UK
 INFO@GOSDEN-HOUSE.SURREY.SCH.UK

GOSDEN HOUSE SCHOOL

JOB SPECIFICATION – PART TIME ADMIN ASSISTANT

Gosden House is an outstanding school for young people with learning and additional needs, from 4-16 years of age. Set in extensive grounds, the environment offers students the opportunity to explore and challenge the potential of learners in every aspect. The curriculum has a strong focus on core learning skills and communication. We aim to develop resilience, creativity and social skills in order to support young people to succeed in the workplace and live rewarding, independent lives.

This Job Profile recognises the requirements of the Current Pay and Conditions Regulations and reflects the vision, aims and policies established by the Governors of the School.

Job Purpose	To provide a range of clerical duties in support of the Admin and Finance Department
Reporting to	School Business Manager
Hours	Hours: 15 hours over 2/3 days a week, term time only (including 1 INSET day) One working day must be a Monday Holiday pay is incorporated within salary and holidays cannot be taken during term time.
Duties:	<ul style="list-style-type: none"> • Answering the telephone • Making calls to parents/carers • Meet, greet and sign-in visitors, contractors, parents/carers • Booking meeting rooms, organising refreshments • Administration and maintenance of asset registers • HR admin including letters and filing • Health & Safety admin • Opening and distribution of post • General administrative duties including laminating, photocopying and supporting the Admin Department <p>This is not an exhaustive list and flexibility will be required with general duties.</p>