



Post: Administrative Assistant (School Office)

Start Date: Sept 2018

Contract type: 25 hours a week, term time only

Salary: Dependent on experience

Hendon Preparatory School is a thriving co-educational Independent Day School in North London for children from 2 – 13 years. The School provides a warm and nurturing environment with excellent resources and a commitment to teamwork and the professional development of staff.

We are looking to appoint a hardworking and enthusiastic Administrative Assistant. The successful applicant will support in the smooth running of the Front Office.

This is an important role in the school as it ensures the smooth day-to-day running of the school. Applicants should be personable, reliable, trustworthy and flexible. They should be good at prioritising and meeting deadlines and be able to work independently

If you would like to join our highly motivated and talented staff, we would be pleased to hear from you.

For further details please visit the following link on the Hendon Prep School website:

<https://www.hendonprep.co.uk/why-hendon-prep/job-vacancies/>

Please e-mail application forms with a supporting statement to:

nisha.nathwani@cognita.com

Please note that CVs alone will not be accepted

Closing date: **17th August 2018**

Interview: **Week commencing 20th August 2018**

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.