



Part Time Admin Assistant / Receptionist

Temporary in first instance

Churchstanton Primary School is an inclusive school where all children are supported to achieve their full potential. We are looking for an experienced Admin Assistant / Receptionist to join our friendly, successful team, working part-time in the school office. This part-time post is to cover long term sickness but could become permanent.

Post: Part Time Admin Assistant /Receptionist

Responsible to: The Headteacher / Business Manager

Hours: 2.5 days per week to be negotiated (8.30am - 3.30pm / 12.30pm)

Salary Scale: Grade 15 9.62 per hour (£18,562 pro rata)

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

We are looking for someone who will:

- Be the friendly face of the school for parents and visitors as a first point of contact.
- Be a team player and flexible in approach.
- Have some experience of an office environment or working in a school office.
- Be organised and efficient.
- Have good IT skills and be confident using Microsoft Office.

In return we can offer:

- A unique, rural working environment.
- A friendly, supportive school community of parents and carers.
- A friendly, supportive Governing Body, Staff and Head Teacher.
- Children who are well-behaved.
- A commitment to continuing professional development and training.

Job Description

- To receive telephone calls, deal with enquiries and direct or redirect enquiries to the appropriate member of the school's staff, taking messages and arranging appointments and ensuring messages are passed to staff in a timely manner.
- To greet visitors and personal callers to the school, ascertain the purpose of the visit, require visitors to register and arrange for visitors to be directed to the appropriate person and to be accompanied at all times within the school.
- To complete appropriate computerised data input and paperwork associated with the clerical and administrative needs of the school (e.g. school transport records, pupil database).
- To ensure the reception area is tidy, welcoming and hazard free.
- To provide clerical support to all areas of the school (e.g. pupil listings, word processing).
- To undertake general office duties as needed.
- To be responsible for processing incoming and outgoing mail.
- Any other duties that are considered reasonable.

Personal Specification

Essential

- Experience of working in a busy office

Desirable

- Experience of working in a school office environment
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Qualifications

Essential

- Good literacy and numeracy skills – Grade C or equivalent
- Have good IT skills and be confident using Microsoft Office.

Desirable

- Experience of using SIMS

Personal Qualities

Essential

- Good communication skills
- Good telephone manner
- Sense of humour
- Be organised and efficient.
- Confident
- Adaptable and flexible

Desirable

- Be a team player and flexible in approach.

We are excited to be able to offer you the opportunity to join our warm and friendly team here at Churchstanton Primary School. If you feel that you could make a difference and enhance our team, we look forward to hearing from you.

Visits to the school are warmly welcomed and encouraged. Please contact the school office on **01823 601354** or sch.105@educ.somerset.gov.uk to arrange a visit.

Closing date for applications and short listing: **Wednesday 22nd September at 12pm**

Interviews: **Wednesday 29th September 2021**

We are committed to safeguarding and promoting the welfare of all children; this commitment is reflected in our recruitment process. The successful candidate will be subject to enhanced DBS disclosure and disqualification by association and will require suitable professional references.

Please return completed application forms marked 'Private & Confidential' to the Headteacher, Mrs C Halstead by post or by email: sch.105@educ.somerset.gov.uk