



Receptionist and Administration Assistant

We are seeking to appoint a friendly and enthusiastic, organised and highly motivated individual to work in our school office and support the team to establish the smooth running of the front of house. The successful candidate will need to have good literacy and numeracy levels, excellent IT skills and enjoy working in a school environment. The role will require you to perform administrative tasks, deal with any first aid issues and welcome all visitors and parents to our school.

Closing Date: Friday 17th May 2019

Interview Date: Week beginning 20th May 2019

Start Date: 3rd June or as soon as possible

Hours per week: 8am – 4.15pm, 36.75 hours per week (40 minute unpaid lunch)

Weeks per year: 39 weeks (term time only)

Pay Scale: Point 4 – 5 £18,426 – £18,795 Full Time Equivalent – part time posts will be paid pro-rata

The successful candidate will have excellent organisational and interpersonal skills and should be able to demonstrate that they can work as part of a team, be able to prioritise, be tactful and diplomatic and able to maintain a high level of confidentiality. You will be required to be proficient in the use of all Microsoft applications.

If you require further information please contact Claire Clayson on 01604 665860. Completed applications can be returned to: claire.clayson@prestonhedges.org

Preston Hedge's Primary School is committed to safeguarding and promoting the welfare of pupils. We follow safer working practices and therefore an enhanced DBS is required for all successful applicants alongside the request of references for all shortlisted candidates prior to interview. As part of our recruitment policies, the successful candidate will be expected to complete a medical questionnaire.



National Support School
designated by
 National College for
Teaching & Leadership

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