



GOODMAYES PRIMARY SCHOOL

Castleton Road, Ilford, Essex IG3 9RW

Tel: 020 8590 5810

E-mail: admin.goodmayes@redbridge.gov.uk

Headteacher: Mrs Samina Jaffar

RECEPTIONIST/SENIOR ADMINISTRATIVE OFFICER REQUIRED FOR IMMEDIATE START

**FIXED TERM CONTRACT UNTIL JULY 2020
WITH THE POSSIBILITY OF A PERMANENT CONTRACT AFTER THIS PERIOD**

Pay Scale: LBR4

£11.92 to £12.58 per hour depending on experience

33.75 hours per week, 43.36 weeks per year

08:00 am to 3:45 pm Monday to Friday

We are seeking to appoint a reliable and efficient receptionist/senior administrator to join our friendly, busy office team. This role will include full-time reception duties and as such you will be the first point of contact for visitors to the school. You will be responsible for undertaking administrative and financial processes relating to the work of the school office and will be required to use a range of computerized information systems.

You will require excellent communication and organizational skills and must be flexible and able to adapt to changing priorities. Experience of working in an office environment is essential, with experience of working in a school office being preferable. The successful applicant will be confident in the use of Microsoft Office programmes and a short skills test will form part of the interview process. This post requires a First Aid qualification and training will be provided where necessary.

If you are interested in this post, please **download an application pack** from <http://goodmayesprimary.school>. Completed applications should be returned to the school **BY POST** (not electronically) and marked for the attention of Elaine Shaw, PA to the Headteacher.

Please note that communication from the school will be via email; it is important therefore to provide a current email address on your application form. If you have not heard from the school by Wednesday 26th February 2020, please assume that your application has been unsuccessful on this occasion.

Closing date: Monday 24th February 2020 at 12:00 noon

Interviews: Week commencing 2nd March 2020

*Goodmayes Primary School is committed to safeguarding and promoting the welfare of children.
References will be taken up prior to interview and successful applicants will be required to undertake
an Enhanced DBS and Barred List check.
Embracing diversity and promoting equalities for all.*