



Goodmayes Primary School



Interim Headteacher: Mr Lee Walker

**RECEPTIONIST/ADMINISTRATOR REQUIRED FOR IMMEDIATE START
FIXED-TERM CONTRACT FOR ACADEMIC YEAR 2023/24
(with the possibility of becoming permanent after the first year)**

**Pay Scale: LBR3
£13.21 to £13.43 per hour depending on experience
(pay award pending)**

**36 hours per week, term-time plus 1 INSET day
43.54 weeks per year
08:00 am to 4:00 pm - Monday
08:00 am to 4:15 pm - Tuesday to Friday**

We are seeking to appoint a reliable and efficient receptionist/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.

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 Friday 29th September 2023, please assume that your application has been unsuccessful on this occasion.

**Closing date: Tuesday 26th September at 12:00 noon
Interviews: Week commencing 2nd October 2023**

For further information, please contact Elaine Shaw, Executive Assistant to the Headteacher, on tel. 020 8590 5810 Ext. 203 or download an application pack from the school website <http://goodmayesprimary.school>

Goodmayes Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Such posts will require a DBS check and references will be taken up prior to interview.

Embracing diversity and promoting equalities for all.