We are seeking to appoint an enthusiastic Office Administrator to work in our happy and successful school.

The post is a permanent position with a start date of Monday 4th September 2023. The working hours will be Monday to Friday 8.30 until 4.30 term time plus 5 training days throughout the year.

Salary B3 £22,369 pro rata, actual salary £19,239.58 annual & £1,603.30 monthly gross.

The role involves performing reception duties throughout the school day, acting as the first point of reference, receiving callers, children, parents, visitors and telephone enquiries.

We are looking for a highly motivated, caring and committed person who has the ability to:

* Be an ambassador for the school when meeting parents and visitors and to act as a first point of reference when people arrive.
* To provide clerical and administrative support to the Senior Leadership team and other staff.
* Contribute to the overall ethos/work/aims of the school and meeting the

needs of the children.

* Work flexibly, closely and collaboratively with colleagues in our

friendly, hardworking staff team.

* Have a creative, positive outlook and flexible approach to all aspects of

school life.

The hours will be 8.30 to 4.30.

Closing Date: Wednesday 5th July at 12 noon

Interviews with take place Friday 7th July 2023.

Visits to school are warmly encouraged, please contact the school office to arrange.

Applications should be completed and emailed to Debra Thornton, School Business Manager at d.thornton@yeadonwestfieldjuniorschool.co.uk

We believe that every person has a fair and equal opportunity to succeed, regardless of their age, gender, ethnicity, ability or cultural or religious background, sexuality or disability. We embrace all aspects of global citizenship and community cohesion, promoting British Values throughout all aspects of school life, actively tackling prejudice or extreme views.

This school is committed to safeguarding and promoting the well -being of all children and expects our staff and volunteers to share this commitment.