

May 2022

Dear Candidate

**Re: Vacancy – Receptionist/Admin Assistant – 36 hours pw Wednesday-Friday x 45.2 weeks per year (term time) plus 5 days during the week leading up to the school return in Sept**  
**Monday to Thursday – 07:45-15.30**  
**Friday – 07:45-15.15**  
**Scale 3 point 6 - £19,922pa (FTE: £22,983pa)**

**Flexibility is required in the absence of colleagues in relation to working pattern**

**Contracted Hours:** Please note that the successful candidate will be expected to be at work to commence work at the times noted above. A 30-minute unpaid lunch break is incorporated into the work hours, and must be taken during the working day.

Thank you for your interest in the above post at Mayfield School.

Further information about the role can be found on the job description and the person specification. The successful candidate will be expected to attend courses applicable to the role as directed by the school, which includes compulsory Safeguarding training. They would also be expected to be a First Aider, and full training for this will be provided.

Please complete the Associate Application Form and the Recruitment Monitoring Form, which should be returned via email to, [hr@mayfieldschool.net](mailto:hr@mayfieldschool.net) by Wednesday 8 June 2022, 12:00 (noon). Please ensure that the form is not a PDF file as to ensure unconscious bias is adhered to in line with Equality Act all application forms are anonymised for the shortlisting process.

Please ensure that you fully complete the application form, which must include the **full name, address, postcode and email address of two referees, one of which should be your current employer.**

References are taken up prior to candidate short-listing, as interviews cannot take place until we have two references in place. Please advise the named referees that you are using them on your application form as referees.

Should you have any questions or queries regarding the post, please contact Tina Vorley, Head of HR/Bianca Pollard, HR Administrator in the first instance, via an email to [hr@mayfieldschool.net](mailto:hr@mayfieldschool.net)

Yours faithfully

Remo Iafrate  
Headteacher