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HEADTEACHER : MRS LAURA JENKINS

**Receptionist/Administrative Assistant  
Uffculme School**

- **30 hours per week, permanent post**
- **39 weeks per year (Term time plus 5 INSET days)**
- **£24,404 - £25,183 FTE; actual salary £16,944 - £17,485 (NJC points 4-6)**

**Start date: As soon as possible**

Uffculme School wishes to appoint a Receptionist/Administrative Assistant to provide a friendly welcome to the school as well as assisting school staff with parent communications and other administrative tasks.

We are looking for someone who

- Has an excellent telephone manner
- Can communicate confidently and professionally with a wide range of people, including staff, students, visitors and external stakeholders
- Is resilient, flexible and able to work under pressure
- Has excellent written communication skills, with an eye for accuracy and attention to detail

In return we can offer you

- Opportunities for training and development
- Free onsite parking
- Discounted membership at our onsite gym
- Cycle to work scheme
- Membership of the Local Government Pension scheme
- Hot and cold food at economical prices prepared by our school catering team

For further details and to complete your application please visit

<https://www.eteach.com/careers/uffculmeschool/>

**Closing Date: Monday 20<sup>th</sup> January 9.30am; interviews to be held on Friday 24<sup>th</sup> January**

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Chapel Hill | Uffculme | Devon | EX15 3AG | T: 01884 840458 | E: secretary@uffculmeschool.bep.ac |  
www.uffculmeschool.bep.ac



BLACKDOWN EDUCATION PARTNERSHIP | Chapel Hill, Uffculme, Devon, EX15 3AG | 01884 842900 | admin@bep.ac | www.bep.ac

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Uffculme School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any job offer is subject to satisfactory enhanced DBS clearance.

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