Receptionist/Administrative Assistant

**Hours:** 3 hours, 3 days per week, Tuesday, Thursday & Friday (14.30 – 15.30)

**Work Pattern:** term time only

**Salary, (actual):** £1,989 - £2,018

**Grade:** 2, SCP 3-4

**Contract**: permanent

West Drayton Academy is part of a successful family of schools within our Trust, a welcoming, vibrant multicultural school in the heart of West Drayton.

We are seeking to appoint a part-time receptionist; the role will be the first point of contact when entering the school, and will provide administrative support across the school.

**We are looking to appoint an enthusiastic individual who:**

* can provide administration support to staff, pupils and parents;
* has an excellent telephone manner and is able to deal sensitively with a range of parents and pupil’s needs;
* has excellent IT and interpersonal skills;
* is able to maintain confidentiality;
* ideally has previous school office experience
* Is efficient and is able to work on their own initiative and under pressure.

**For the right candidate, we will offer**

* extensive support and CPD;
* the opportunity to work with other professional colleagues across the Multi-Academy Trust;
* a welcoming school, with friendly, enthusiastic and supportive staff team;
* an ambitious and dynamic Senior leadership Team;
* a dedicated Governing Body;
* supportive parents and children who are keen to learn;
* an employee assistance programme (EAP).

We warmly welcome candidates coming to visit the school prior to application; please contact the school to arrange a visit. Please complete an application form for this vacancy. We do not accept CVs.

**Closing date**: As and when we receive successful applications.

**The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS Check with a check of the DBS Barred List.**