**Greenford High School**





**Lady Margaret Road, Southall, Middlesex, UB1 2GU**

**Headteacher: Mrs M. Pye B.A. (Hons) M.A. Ed**

**NOR: 2010; 510 Post 16**

**Receptionist/Administrator**

**35 hours per week, 8:30am – 4:15pm Term Time plus 10 days**

(less 3 days to be taken during term time, in prior agreement with Line Manager and Headteacher)

**Start:** ASAP

**Salary:** £25,088 - £26,239 pro-rated Grade 4 (point 7-10)

**Closing:** Thursday, 10th October 2024 (midnight)

*We reserve the right to close this vacancy early and without notice as applications will be shortlisted*

*as they are received. Please apply as soon as possible to ensure your application is considered.*

This is an exciting opportunity to join a busy Reception Office Team, in a highly successful, oversubscribed, mixed, multi-cultural high school in West London. As part of the GHS community, you will benefit from the support and value we place on our staff.

**About Greenford High School:** **‘Learning to Succeed’**

At our core is the belief that every student can succeed, and our aim is for students to fulfil their limitless potential. Leaders and staff work hard to ensure that this ambition is realised for all pupils. Over the last decade we have consistently achieved outcomes that have placed us in the top 5-10% of schools nationally for student progress. We aim for all students to achieve excellent academic results and many gain places at top universities, but we are also a truly comprehensive school which tries to get the best out of every child, whatever their ability or circumstances. We are known for our exceptionally strong relationships between staff and students. We don’t select our students, but we do select our staff. Each highly trained staff member is an expert in their subject, here to support, guide and inspire our students to achieve success.

Our facilities are superb with a university campus style layout, extensive IT facilities, large, expansive playing fields and a purpose-built block for Year 7. We also have one of the largest Post-16 Centres in London with designated study and support areas.

**Staff benefits include:**

* a supportive approach to approving staff leave of absences;
* financial assistance for Masters and further degrees;
* free on-site car parking spaces and secure bicycle storage;
* free access to sporting facilities and fitness gym;
* access to the ‘Workplace Options’ staff support scheme and onsite counselling;
* staff social events;
* a range of health & well-being services including access to the ‘Workplace Options’ staff support scheme and onsite counselling.

**Our Staff**

Our school is a highly diverse community, and it is very important to us that the profile of our staff group matches that of our students. We therefore welcome applications from all suitably qualified candidates from a wide range of backgrounds.

**If you share our vision and want to join a school where your skills as a Receptionist and Administrator professional will be recognised and valued, please find further details of the role and an application form at** [**www.greenford.ealing.sch.uk**](http://www.greenford.ealing.sch.uk) **(join us page) and submit your application to:**

**hr@greenford.ealing.sch.uk**

*Applicants are expected to ensure their applications are written in their own words.*

*We reserve the right to use an AI checker on any application.*