

WORK WITH US

Receptionist/Administrator

Permanent, Part Time, 25 hours per week (7.30am – 12.30pm)

Term Time plus 5 days (47 weeks)

NJC Band 2, SCP 4, £14,862 per annum

We are looking for a professional Receptionist/Administrator with excellent communication skills to be the first point of contact for parents, children, staff and visitors at our busy school. Working as part of the Administration Team, you will also produce letters and documents, undertake reprographic duties, take telephone calls and respond to email enquiries.

The successful applicant will be able to demonstrate good literacy and numeracy skills. In addition, you will be self-motivated and be able to deal with issues in a calm and professional manner.

In return we can offer high quality in-house coaching and mentoring; access to a wide range of professional development opportunities; access to Trust networks and professional development; access to Darlington networks; a highly supportive and collaborative staff; amazing children. To discuss the post or arrange a visit, please contact Miss J Reed, Administration Manager on 01325 380784.

Information for applicants, including the job description and person specification for this role and an on-line application form, can be viewed at <https://nalp.face-ed.co.uk/vacancies> If you have any difficulties completing the on-line application form, please contact Sam Recruit on 01924 907319 or the People Team on people@nalp.org.uk

Closing date: Midday, Monday, 19th May

Interviews: Friday, 23rd May

Northern Arch Learning Partnership and its partner schools are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.

 Rydal Road Darlington DL1 4BH  01325 380784

 people@nalp.org.uk  rydal.nalp.org.uk