



## See Tomorrow Grow

### **School Receptionist/Admin Assistant – 21.25 hours per week (Term Time only + INSET Days)**

**07:45am – 12pm (Monday - Friday)**

**Permanent Position**

**Start date: 13.04.2026**

Level 4 SCP 8 -12

FTE ££27,920 - £29,694) including London weighing  
(Actual approx. £13,746.25- £14,619.67)

Pippins School is a one form entry school. We are a Good School as rated by Ofsted. Our commitment is making a positive difference to the lives of our children and is our utmost priority. We seek a confident, friendly and flexible individual to join our strong and supportive admin team, to make a difference to the outcomes of the children attending our school.

Successful candidate will be a hard-working and motivated individual, who will lead the front office administration function and provide a diverse range of secretarial and administrative duties for the school.

The successful candidate will be proactive, willing and enjoy interacting with our children, visitors and colleagues.

#### **What we are looking for:**

- ✓ Good knowledge IT skills and is competent using a range Microsoft packages
- ✓ Highly effective written and verbal communication skills
- ✓ Excellent organisational skills
- ✓ Preferably experienced in working in a school environment
- ✓ Educated to GCSE level with Maths and English

#### **Why work at Pippins:**

- ✓ Committed to making a difference to children's lives by supporting the work in our school
- ✓ An opportunity to develop your skills and be part of a team committed to supporting the school
- ✓ A chance to work in a diverse, inclusive, vibrant and fast-growing community
- ✓ A supportive senior management team and wider staff body
- ✓ Excellent CPD opportunities

Visits to our school website and the school are positively encouraged. Do please feel free to book an appointment to visit the school.

A Job Description and Person Specification is available on our website. Please use the description and specification to write your letter of application as we will shortlist against these. Please email your completed application to Atika Shaikh - [sbm@pippins.slough.sch.uk](mailto:sbm@pippins.slough.sch.uk)

#### **Interviews will commence upon receipt of suitable applications**

Pippins School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments will be made subject to a full enhanced DBS check and references will be taken up before interview.

Pippins School, Raymond Close, Rodney Way, Colnbrook, SL3 0PR  
Telephone: 01753 682 937 Email: [office@pippins.slough.sch.uk](mailto:office@pippins.slough.sch.uk)