

School Administrator & Receptionist

£24,660 to £25,454 per annum (pro rata) pay award pending

Monday to Friday, 30 hours per week, Term Time plus Inset days

Permanent, to start 3 September 2024

Come and join us and make a difference!

We are a large primary school with fabulous children, looking for the right person to be our Administrator and Receptionist to join our front of office team.

Cippenham is a diverse, vibrant community where every child really does matter and is valued regardless of their social, cultural, religious or ethnic background. We are committed to supporting each child to be the 'best they can be.'

If you think you can make a positive and confident contribution to our school we would be delighted to hear from you. For further details, including an application form, job description and person specification (outlining the criteria required for the post), please visit the school website via [Cippenham School](https://www.cippenhamschool.org.uk)

The successful candidate will be:

- positive, flexible, and eager to support all our school stakeholders
- professional, proactive and approachable, with effective IT and communication skills
- an organised administrator, with the ability to remain impartial and work sensitivity, observing and maintaining confidentiality / data protection requirements appropriately
- self motivated, committed and flexible, with a willingness to learn new systems
- able to work effectively independently and as part of a team,
- educated to GCSE level, grade C or above in Maths and English (or equivalent)
- ideally, have experience of working in an office or school

Salary Level 3, spine point range 5 to 7. Actual Salary £17,205 per annum to £17,759 per annum based on working Term time plus Inset Days. Working pattern Monday to Friday, 10 am to 4.30 pm (daily ½ hour unpaid lunch break) - 30 hours per week.

Training and support will be provided. Our staff are our most valuable resource and we are committed to developing them to be the best they can be. We are proud to be part of The Elliot Foundation Academies Trust www.elliottfoundation.co.uk

To arrange a school visit or if you have any questions please email hr@cippenhamschool.org.uk or contact the school office on 01628 604665. *Please note an application form must be completed and CVs are not accepted.*

Closing Date: Monday 15 July 2024 at 9.00 am

Interviews: w/c Monday 15 July 2024

We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. The successful candidate will be subject to the relevant pre-employment checks which will include an enhanced DBS check, the Children's Barred List check and satisfactory references.