

HORSENDEN PRIMARY SCHOOL

Horsenden Lane North, Greenford, Middlesex UB6 0PB

Tel: 020 8422 5985

Email: admin@horsenden.ealing.sch.uk

www.horsenden.ealing.sch.uk

Headteacher: Mrs E Appelby



School Administrator / Receptionist

Salary: Grade 4 – SP7-SP10 - £27,996 to £29,280 (inclusive of London Weighting and Ealing supplement) – Actual pro-rata salary: £25,950 to £27,140

Contract: Permanent, term-time plus two weeks (40 weeks)

Hours: 35 hours a week, 8.30am to 4pm Monday to Friday

Required for: ASAP

Are you an organised, friendly, and professional individual with a passion for creating a welcoming environment? Horsenden Primary is looking for an Administrator/Receptionist to join our dynamic team. You will play a key role in ensuring the smooth running of the school's front office, school communications, and supporting the welfare of our students.

The role:

- Serve as the first point of contact for all visitors, providing a warm, welcoming, and professional reception.
- Manage the school's diary and communications, keeping staff and parents informed of important dates and appointments.
- Administrative duties including handling correspondence, school emails, filing, typing, organising meetings and hospitality.
- Ensure safeguarding and signing-in procedures are followed for all visitors, contractors, staff and pupils.
- Manage office supplies and resources, ensuring stock levels are maintained and office equipment is fully operational.
- Adhere to the school's safeguarding, health and safety, and data protection policies at all times.

What We're Looking For:

- A positive, professional, and approachable individual with strong communication skills.
- Excellent organisational abilities and attention to detail.
- Competence in using ICT systems, including SIMS and Microsoft Office.
- The ability to work both independently and as part of a team.
- Experience in a school or similar environment is desirable but not essential.
- A commitment to safeguarding and promoting the welfare of children.

What we offer:

- A competitive salary and generous pension scheme
- Opportunities for professional development
- Employee Assistance Programme
- The chance to work in a supportive team with strong leadership and exciting future prospects



Join our team at Horsenden Primary School!

We are a large, vibrant, and diverse primary school in Greenford, Ealing, looking for ambitious and inspirational staff who are passionate about making a difference to our pupils. We believe in the potential of both our students and our staff, and we offer a supportive environment with limitless aspirations for all.

Our comprehensive in-house professional development programme provides plenty of opportunities for growth, including coaching-style feedback, professional reading, and self-reflection.

At Horsenden, we are proud of our fantastic facilities, including an on-site swimming pool, music room, computer suite, and Multi-Use Games Area. These resources allow us to deliver an engaging curriculum and provide a wide range of extra-curricular activities for our pupils and the community.

If you are enthusiastic, efficient, and thrive in a fast-paced environment, we'd love to hear from you!

Safeguarding

We are 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 apply for an Enhanced Disclosure from the DBS (Disclosure & Barring Service). Further information can be found at: www.gov.uk/government/organisations/disclosure-and-barring-service

In line with *Keeping Children Safe in Education 2024* and safer recruitment practices, the school will conduct an online search for shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children.

Visits to the school are strongly encouraged. Please email the office at recruitment@horsenden.ealing.sch.uk to make an appointment.

To apply please download the application form, job description, person specification and guidance notes from our school website at: www.horsenden.ealing.sch.uk/our-school/working-with-us. Please return your completed application form via recruitment@horsenden.ealing.sch.uk

Please note: CVs will not be accepted.

Closing Date: Wednesday 16 October at 12pm midday

Shortlisting: Wednesday 16 October 2024

Interviews: Tuesday 22 October 2024