

Name of School/Academy	Amesbury CE Primary School	
DfE number	865 3468	
Full Job vacancy title	Receptionist/Admin Assistant (part time) to include Midday Assistant duty	
Salary range	Wiltshire Council Grade D (points 4-6) £18,426-£19,171 Per annum full time equivalent (Pro-rata £9350-£9728 pa for 22.5 hours per week, term time only)	
Is a DBS required?	Yes <input checked="" type="checkbox"/> Please see page 2.	No <input type="checkbox"/>

Job advert

We are looking for a part time **Receptionist/Admin Assistant** to become part of our friendly and dedicated administration team at Amesbury CE Primary School. This role would also include a midday lunch duty on all or some days of the week.

This is a key role within the school where flexibility is essential, together with the ability to be pro-active and demonstrate good time management skills. The successful applicant will need to be able to operate in a highly organised manner to cope with the demands of a very busy office environment where attention to detail and confidentiality are paramount. We are also looking for someone with a flair for IT.

Successful applicants will have experience of:

- Welcoming visitors to the school (ensuring signing in procedures are followed)
- Updating school software systems, including the school's website
- Word processing of correspondence, standard letters, reports, publications and other documents
- Photocopying, collating and filing documents
- Receiving and prioritising incoming telephone calls, dealing with them appropriately.
- Liaising with staff, Governors, pupils, parents and other agencies as directed
- Opening, sorting and distributing incoming mail and deliveries
- Cash handling (following procedures and reporting to Admin Officer)
- Electronic administration of wrap around care and enrichment activities, school milk and fruit
- Maintaining and updating parent communications including noticeboards, newsletters and electronic communications.

We are looking for someone who:

- Is friendly and welcoming – to be the first point of call for parents and the general public
- Enjoys working with children
- Is flexible in times of staff absence
- Is highly IT-literate
- Is able to organise, prioritise and work under their own initiative
- Can collaborate as an effective part of a team and take direction
- Is willing to support the children as needed (eg: first aid, administering medication)
- Is happy to be on the playground or in the lunch hall
- Has a hands-on-approach to all tasks

You will need to have at least 4 years administrative experience, with a minimum of 4 GCSEs or 'O' levels at grade C or above (including maths and English), excellent IT skills and a sound understanding of Microsoft Office applications. You will have a proven track record of working in an office environment, with an eye for detail, an organised approach, and excellent customer service skills. You should have a good sense of humour, a friendly disposition, enjoy working as part of a team, and be dedicated to the needs of the school and, most importantly, the children.

Previous experience of working in a school environment and knowledge of SIMS systems is desirable, as well as a current First Aid certificate. However, training will be provided for the right candidate.

Hours of work: Part time – 4.5 hours per day, term time only
Hours: 11:30-16:00 (subject to lunch duty from 11:30 to 13:00)
Overtime would be expected on occasions, such as a few days in the summer holiday.

Contract type: Permanent

Closing date (and time): Wednesday 23rd October, 12 noon

Interview date: To be confirmed

Commencement date: As soon as possible

Additional information

Contact: Ms S Skinner (School Business Manager) susan.skinner@amesbury.wilts.sch.uk

- Visits are strongly encouraged. Please call 01980 623009 to arrange an appointment.
- Application forms available from the Wiltshire Council jobs website, or the school website (no CVs please)
- Completed applications should be emailed to the School Business Manager (email address above)
- Please see our website for more information about our school: www.amesbury.wilts.sch.uk

Amesbury CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed.