

**Receptionist / Admin Assistant
Part Time Maternity Leave Cover**



**Salary: Support Staff Pay Scale - Grade 15
Required As Soon As Possible**
20 hours per week Monday to Friday 9am to 1pm

NOR 325 Age Range 2-11
Wellesley Park Primary School
Homefield, Wellington, Somerset, TA20 6JB
Tel: 01823 664876 Email: office@wellesleyparkschool.com

Wellesley Park Primary School is looking to appoint a Receptionist / Admin Assistant to join our highly successful team. We require an enthusiastic individual who is highly motivated, a team player and an excellent worker, who is looking for a position in a supportive and dedicated team.

Previous experience of working in school administration and using SIMS would be an advantage but it not an essential requirement. The successful candidate will be quick to learn with a can-do problem-solving attitude, confident in their use of IT and online systems, reliable and able to maintain confidentiality.

Candidates must enjoy working in a busy and fast-paced environment where no two days are the same. Be flexible in their approach to work, efficient and able to manage a diverse workload. You will report directly to the School Business Manager and be responsible for carrying out a range of reception duties and provide support with administrative duties.

We are looking for:

- A dedicated, hardworking assistant with the ability to communicate effectively and efficiently with a wide range of stakeholders
- A GCSE grade of C or higher in English and Mathematics (or equivalent qualification)
- A team player with the ability to work effectively in a busy office environment
- Experience of working in a school is desirable, but not essential.
- The successful candidate will be required to undertake First Aid (appropriate training will be provided).

This is a part time maternity cover post of 20 hours per week. Working hours 9am to 1pm Mon to Friday (some flexibility will be considered for the right candidate) term time only + 3 inset days (38 weeks per annum which is the equivalent of 43.1281 paid weeks per year). The salary scale is Grade 15 on the School Support Staff Pay Scale (£9.81 - £10.21 per hour). This represents an actual starting salary of £8,751.00 per annum.

Application forms must be submitted directly to school. Application forms can be found on our website together with further details at www.wellesleyparkschool.co.uk If you would like to arrange a visit or discuss the role further, please phone Mrs Lilley on 01823 664876.

As a school we are committed to the safeguarding of our community and we follow full safer recruitment procedures including relevant references and DBS checks.

Closing date: 11th July 2022 @ 9:00am
Interview date: 14th July 2022