

Kingsbury Green Primary School

School Receptionist & Admin Officer

Required ASAP

Previous applicants need not apply

Hours: 36 hours – Term time (38 weeks + 5 inset days) (8.30am – 4.30pm)

Salary: Scale 3 point 14-17 (£17,681-£18,672) - London weighting (£1,888) pro rata (thus actual salary approx. £17,612)

Kingsbury Green Primary School is an outstanding school where our ambition is to be world class. We believe in the values of empathy, agility and hard work and as such constantly seek ways to improve learning outcomes for our children.

We are looking for a highly motivated and efficient candidate who will share and promote our vision by joining our Administration Team. You will provide an outstanding “customer focused” service to families, children, visitors and staff and so will have proven skills in absorbing information quickly with the ability to communicate effectively with the wide range of people who have contact with our school. You will show an enthusiasm for multi-tasking and the ability to work quickly, independently and flexibly and always with a “can do” attitude.

The main duties of the post will include: -

- Providing a friendly, knowledgeable and effective school reception service to families and staff
- Liaising with external agencies; families and children including through the school website

We are looking for candidates who are: -

- Smart and with a professional appearance
- Calm, diplomatic and able to maintain a professional demeanor at all times
- Thorough and accurate, with an eye for detail
- Flexible and positive; having a ‘can do’ attitude

Candidates must have an excellent phone manner with clear communication skills. A knowledge of SIMS systems is desirable but not essential.

Visits to the school are warmly welcomed. Previous applicants need not apply.

To download an application pack, please visit our website at:

www.kingsburygreenprimarieschool.org.uk or if you require further information please contact Bin Sillars on: 0208 204 6423 or email office1@kgreen.brent.sch.uk

Closing Date & shortlisting: Monday 10th December 2018 @ noon

Interviews: commencing Wednesday 12th December 2018

Kingsbury Green Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment.

References will be taken up for all short-listed candidates prior to interview. All successful candidates are required to have an Enhanced DBS check. We welcome applications from both men and women of all ages from any background and from candidates with disabilities.