

Non-Teaching/Support Staff Posts

St Peter's Eaton Square C. of E. Primary School
Lower Belgrave Street
London SW1W 0NL
020 7504 0537
office@stpeaton.org.uk
www.stpeaton.org.uk

Receptionist/Administrative Assistant required for January 2018
Band 1 Step 2 - £19,299 (pro rata £16,911.35p term time only).
36 hours weekly Monday to Friday

The successful candidates will be able to demonstrate:

- To be able to be the first point of contact for all staff, students and visitors, providing an efficient and welcoming reception environment and dealing effectively with all enquiries.
- To provide an efficient and effective administrative service including distribution and despatch of post and dealing with general enquiries from staff, students and visitors.
- Excellent communication skills both orally and in writing together with the ability to respond to a variety of audiences and stakeholders.
- Excellent organisational skills, including the ability to use own initiative and be proactive in the management of own workload.
- Excellent IT skills with experience of using bespoke management information systems and/or other database experience.
- The ability to work well in a team and to stay calm and cheerful under pressure.
- Willingness to train as a first-aider.
- An understanding of an educational environment and the needs of inner-city students in the 3-11 age range.
- An ability to empathise with the Christian ethos of the school and the progress and success of the students.
- An awareness of some of the key developments in education.
- An understanding of, and commitment to, Equal Opportunities policies.

In return the school can offer:

- supportive, motivated colleagues
- support to develop an area of expertise
- the opportunity to be part of a progressive and improving organisation
- an exciting and rewarding working environment

Visits to the school are welcomed. Please contact the school office.

Application form and further information can be downloaded from our website
www.stpeaton.org.uk

Applications and supporting statements should be returned to the school either by email or post.

Closing date for applications: Wednesday 18th October 2017
Interview Date: Monday 30th October 2017

Only shortlisted candidates will be contacted.

We have a clear commitment to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to apply for an Enhanced Disclosure from the Disclosure & Barring Service (formerly known as Criminal Records Bureau). Further information can be found at: www.gov.uk.