



Evelina Hospital School  
Evelina London Children's Hospital  
Level 3 (Beach)  
Westminster Bridge Road  
London SE1 7EH

Headteacher: Anne Hamilton

### **Administrative Officer/Receptionist**

**34.50 hours per week. Monday to Friday, Term Time Only**

**Hay grade 5, spinal point range 16 to 23 pro rata, (£20,907 to £24,738 Full Time Equivalent)**

Evelina Hospital School is a community special school meeting the needs of young people who are patients or siblings of patients in Evelina London Children's Hospital. We are situated opposite Westminster, on the south of the Thames in the heart of central London.

Evelina School is committed to providing outstanding personalised education where every child feels valued, nurtured and respected within our hospital school. We teach children from 2-19 with the full spectrum of abilities and special educational and medical needs, so we are looking for a flexible, experienced Administrative Officer, who can adapt quickly to changing situations. We need an Administrative Officer to join our team who will ensure a welcoming atmosphere in reception and provide an excellent administrative service to the school.

Knowledge of general office systems, word processing, finance management and maintenance of pupil databases is desirable. Experience of working in a school, hospital or similar environment would be an advantage, although training will be given to the right candidate.

To apply, please download the application pack and complete the application form provided. Please ensure that your answers relate directly to the skills listed in person specification and please give examples. All applications must be submitted on the Southwark application form by the closing date and the school is not able to accept CVs for this job.

**We do not accept applications from agencies.**

**Closing date: 08:30am Wednesday, 29<sup>th</sup> November 2017**

**Interview date: Tuesday 5<sup>th</sup> December 2017**

**Please return your completed application form by email to [hwilton@evelina.southwark.sch.uk](mailto:hwilton@evelina.southwark.sch.uk)**

Please note: references will be sought before the interview.

*Evelina Hospital School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All posts are subject to pre-employment checks, references will be sought and successful candidates will need to undertake an enhanced DBS check.*