

Spanish Speaking Receptionist/ Administration Assistant

Start Date:	June 2019
Position:	Permanent
Salary	NJC Role B £17,681 - £18,672 pro rata
Hours worked per week:	8.30 am – 4.00 pm daily (35 hours per week)
Weeks paid per year:	44.6 term time only
Closing Date:	23rd April 2019 at 9am
Interview Date:	30th April 2019

The Bilingual Primary School is looking for an experienced Receptionist/Admin Assistant to join its dynamic, enthusiastic and growing team. You will be the front face of the school and given our bilingual ethos it is essential that you are fluent in English & Spanish.

This is an exciting opportunity to make the job your own, as it is the intention you will forge links with other schools and bilingual organizations and help get our school known internationally.

The Bilingual Primary School opened in its new school in February 2016 on the edge of Hove Park. The School offers an innovative Bilingual Education (English/Spanish) in a primary setting with the aim of providing a love of learning through languages.

The role is people focussed and the school is a happy place to be, your role will be to welcome visitors, answer the telephone and undertake admin tasks. The job is varied, demanding, challenging and rewarding and will be an exciting opportunity for someone who enjoys working in a fast-paced and child-friendly environment.

We have a clear commitment to safeguarding and promoting the welfare of children and young people. You will be required to apply for an Enhanced Disclosure from the Disclosure & Barring Service (formerly known as Criminal Records Bureau).

Apply now

- [Application Form Support Staff with Guidance Notes](#)
- [Admin Assistant Job Description](#)
- [Admin Assistant Person Spec](#)

Apply now!

Please note that we only accept electronic application and do not accept CV's. Please email your completed application form to office@bilingualprimaryschool.org.uk

Please note that CV's will not be accepted.

For further information or a visit to the school please call 01273 916212