

Gascoigne Primary School

Gascoigne Road

Barking, Essex

IG11 7DR

Telephone: 020 8270 4291

Fax: 020 8270 4303

Email office@gascoigne.co.uk

Headteacher: Ms Jo Preston



Receptionist /Attendance

Salary: Scale 4

Hours: 35 Hours Per Week (8am - 4pm)

Term Time Only

Required: November 2023

Gascoigne Primary is a dynamic and forward-thinking school in which highly-skilled staff enable all pupils to make good progress.

Our inclusive ethos underpins everything that we do. We are a school that takes seriously its duty to transform individual's lives. In judging the school to be Good in June 2022, Ofsted noted that *'Pupils are happy at this school. Leaders and governors have created a strong sense of community across the school's two sites. Staff teach pupils to be tolerant and inclusive of others. Pupils enjoy learning about and celebrating each other's languages, cultures and traditions. Leaders strive to enable pupils to be independent and confident learners. Their success in this is evident throughout the school.'*

We are looking to appoint an enthusiastic, efficient, flexible, friendly, reliable and fun person to be part of the team who manage the daily smooth running of the school office.

You will need to have a good telephone manner and be able to deal sensitively with a range of children, parents and outside agencies.

You will need excellent ICT and interpersonal skills. Previous school office experience using Integris would be an advantage but not essential.

Other necessary qualities include confidentiality, efficiency and being able to work on your own initiative and under pressure and a willingness to contribute to the continued improvement of our wonderful school.

We offer a positive and inclusive school environment, a great team of staff and a commitment to continuing professional development.

For an application pack and further information please email:

Kemi Odutola, Office Manager, at: kodutola@gascoigne.co.uk

You may contact us by phone on: 020 8270 4291 or download an application pack from our website:

<https://www.gascoigneprimaryschool.co.uk/recruitment/>

Closing date: 16th October 2023 (3pm)

Shortlisting: 17th October

Interviews Week Beginning: 30th October 2023