

Anstey Junior School

Receptionist/Administrative Assistant

Hampshire

- **Closing Date:** Thursday 8th March 2018 (12 noon)
- **Interview Date(s):** Monday 19th March 2018
- **Job Start Date:** Monday 16th April 2018
- **Contract/Hours:** Permanent, Part-time
- **Salary Type:** Support Staff
- **Salary Details:** Grade B £15669 - £16074 pro-rata (actual salary £8916-£9147)
- **Hours of Work:** 24 hours per week, term time only. Mon, Tue, Thu & Fri 8.30am – 1pm and Wed 8.30am – 3.30pm (1 hour for lunch)
- **Location of Role:** Anstey Junior School
- **Contact e-mail address:** shayden@anstey-jun.hants.sch.uk

Job/Person Summary

Anstey Junior School is a friendly, happy and supportive school in Alton with 250 children on roll. We have high expectations of all our staff and we are seeking an exceptional individual to join our team to work on the Reception desk, delivering a professional, caring and friendly service, to take an active part in our first aid team and to carry out a variety of administrative tasks in support of the school.

Essential skills

- Outstanding ability to provide a warm welcome to the school - able to demonstrate a professional and understanding approach when dealing with pupils, staff, parents and visitors.
- Able to provide health and safety information clearly to visitors.
- Able to remain calm in all situations and diffuse any issues.
- Excellent ICT skills - competent in the use of Microsoft Office, especially Word and Excel
- Confidence in dealing with a diverse range of people both on the phone, face to face and in writing.
- First Aid in the Workplace (School will provide training if necessary).
- Excellent administrative skills - be proactive in improving and maintaining administrative systems in a busy office.
- Ability to collate school dinner data quickly and efficiently.
- Flexible, adaptable, calm and unflappable.
- Able to maintain strict confidentiality at all times.
- A good sense of humour.

We offer

- A friendly and supportive office and school team
- An opportunity to learn new skills
- A genuine opportunity to be part of the life of the school

Application Procedure

Please email the school for an application form: school.office@anstey-jun.hants.sch.uk
alternatively download from our website: www.anstey-jun.hants.sch.uk

Forms should be submitted to the school no later than 12 noon on Thursday 8th March 2018. Please telephone the school and speak to Suzanne Hayden or Tracie Brown, on 01420 84486 if you have any queries or if you would like to visit the school or alternatively email: shayden@anstey-jun.hants.sch.uk

Anstey Junior School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.