



Head teacher: Mrs Julia Alison B.Ed., M.A.

Website: <http://www.irchester.northants.sch.uk>

“Are you the new friendly face of our school?”

Receptionist/Administrator (permanent)

Grade D, Scale Point 10-12 (£15,613 - £16,123) FTE pro rata

Hours of work: 31.25 per week Monday to Friday 8.30 am to 3.45 pm

Term time only (38 weeks per year)

An opportunity has arisen at Irchester Community Primary School for a permanent Receptionist/Administrator to join our friendly, active and busy school.

The successful candidate should be a cheerful, enthusiastic, reliable and trustworthy person who will have responsibility for being the first point of contact for staff, pupils, families and visitors to the school.

This will mainly involve:

- Reception duties - greetings, handling enquiries and communications with staff, families and volunteers
- Maintaining the pupil database including admissions
- Updating the school website
- Collation, analysis and distribution of assessment data
- Co-ordinating recruitment of volunteers
- Co-ordinating before and after school clubs
- Completing specific administrative duties and other office tasks as required

You should be well motivated and capable of working in a small supervised office team. Previous experience should include dealing with people in a busy office environment, and completing tasks to a high, professional standard. Experience of working in a school or similar environment is desirable but training will be given where necessary.

Irchester Primary is a happy, friendly community based school on the outskirts of Wellingborough. In our last Ofsted report (May 2014), we were praised as a good school and are now aiming for outstanding. We have the highest expectation of all of our staff and pupils, with a strong commitment to promoting their well-being and whole school values.

We are an equal opportunities employer committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. This post requires enhanced DBS clearance.

If you are the person for the job please download the application pack from the vacancies folder in the ABOUT US section on our school website www.irchester.northants.sch.uk.

Prospective candidates are invited to visit the school on Tuesday 2nd January 12 noon, Friday 5th January 2pm or Tuesday 9th January 9am, please telephone 01933 353848 or email the school office on bursar@irchester.northants-ecl.gov.uk to arrange.

Closing date: Please apply by **12 noon on Friday 12th January 2018**, interviews will be held on **Wednesday 17th January 2018**.

Anticipated start date: As soon as possible after interview.