

RECEPTIONIST AND CLERICAL ASSISTANT- JOB ADVERTISEMENT

Salary: NJC Grade 3 (points 11-13), £15507 - £16191 pro rata, plus Crawley weighting allowance

Term time, part time, 35 hours per week

Pound Hill Infant Academy is looking to appoint a **Receptionist and Clerical Assistant** for 35hours per week, working from **8am to 3.30pm**, Monday to Friday, with a 30min lunch break.

Our pupils, parents, staff and Governors are proud of our successful, popular and welcoming academy. We are seeking an individual who is friendly, highly motivated and an enthusiastic team player. The successful applicant will be responsible for assisting in the smooth running of our busy school office and will have excellent organisational and interpersonal skills. Whilst the role has core responsibilities, it can be hugely varied on a daily basis, as is the nature of working in a fast paced school environment. Therefore a broad range of personal skills, flexibility and a dynamic positive personality are key. The ability to maintain confidentiality is essential, together with excellent IT skills and experience in a school setting would be advantageous.

A job description, person specification, application form and safer recruitment form are attached under further information. Pound Hill Infant Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an Enhanced DBS check. All applications must be submitted on the correct application form; CV's will not be accepted. All applications will be considered regardless of creed, culture, class, race, gender, sexuality and/or disability. Please note references will be sought prior to interview.

Visits to the Academy are encouraged and warmly welcomed. Please contact Liz Davis, Office Manager, at the Academy on 01293 873975 in the first instance if you have any questions. Alternatively please email edavis@phiacademy.org.uk

APPLICATIONS SHOULD BE SENT TO: office@phiacademy.org.uk

Closing Date: Monday 27th March at 12 noon

Interview Date: Friday 31st March