

Advert:

CLERICAL ASSISTANT/RECEPTIONIST

32.5 hours per week

Temporary for up to one year

Term Time only (39 weeks per year)

Band D

Required ASAP

We are seeking to appoint a Clerical Assistant/Receptionist to work within the main school office. The successful applicant will have excellent administration, organisation and interpersonal skills and will need to have a flexible approach to the working day. The successful candidate will have an understanding of safeguarding. Previous experience of working in an educational setting is desirable. The role will provide admin support and reception duties.

West Melton Primary School is a small , happy and friendly place to learn and work. Our mission, to 'Strive for Success, with Pride and Happiness', underpins all we do at this continuously changing and improving school.

For a discussion about the role, please contact Mrs Zowie Norris on the school telephone number above or via [office@westmeltonprimary.co.uk](mailto:office@westmeltonprimary.co.uk) . An application form can be downloaded from our website too.

West Melton Primary School is committed to safeguarding children practices. Any appointment will be subject to an enhanced DBS check and successful references.

Closing Date: Noon on 20th November 2020 Interviews to be held: w/c 23rd November 2020