Pewsey Vale School is looking to recruit a **Receptionist/School Administration Assistant**

**Salary: £18,933 - £19,698 FTE 1** (role equates to 0.791 FTE)

**Grade: D, SCP 4-5**

**Hours of work: 35 (8.00 – 3.30pm Monday- Friday term time only)**

**Contract type: Fixed Term ending 31/8/2023, in the first instance**

**Closing date (and time): Friday 16th September 2022**

**Interview date: Week Commencing 19th September 2022**

**Start date: ASAP after interview date**

**A bit about us:**

We are a small mixed 11-16 comprehensive school catering for students from widely varied backgrounds. We are a fully inclusive school and are passionate about empowering all students to succeed, and taking an active role in our local community enhances this.

Our core values are supporting students to be ‘Exceptional’, ‘Resilient’, ‘Innovative’, Aspirational’, ‘Themselves’ & ‘Successful’.

As a single academy trust it is important for us to maintain our individuality and as a small rural school we pride ourselves on offering our students personalised learning experiences. Therefore, it is vital that we embrace collaboration and build outwardly facing strategic partners.

**All about the role:**

**The main job purpose is to support the administration of the school. The duties of the successful candidate will include:**

* welcoming all visitors to the school;
* dealing with frequent incoming calls;
* receiving and processing all deliveries;
* dealing with student queries;
* co-ordinating lost property;
* undertaking word processing of correspondence, letters, reports etc;
* setting a positive impression of both internal and external visitors to the school;
* undertaking photocopying, as requested;
* participating in training as required;
* assisting in stationery stock taking;
* supporting First Aid (when appropriately trained);
* assisting in arrangements for student vaccinations;
* assisting in the organisation of student transport.

**Knowledge and Skills required:**

**The role demands that the jobholder has the ability to undertake a range of tasks and has the ability to multi task. The jobholder will need a good standard of IT skills and will need good skills in dealing with students, parents, governors and other external bodies alike.**

**Please contact Mrs W. Assirati for more details on** [**was@pewsey-vale.wilts.sch.uk**](mailto:was@pewsey-vale.wilts.sch.uk) **or 01672 565000.**

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*All applicants will be subject to a Disclosure and Barring Service check before appointment is confirmed.*