



Receptionist/Administration Assistant

Salary: Grade 5 (FTE) 30 hours per week, Term Time Only + (5 Inset Training Days)

Contract: Permanent

Start date: 4th November 2024. (Or as close to as possible.)

To work in Park Primary School is a privilege: *Happy, Confident, Successful. We are the best we can be.*

We are looking for a special person to join our hardworking, happy, and dedicated admin team. We are looking to appoint a well-organised and professional Receptionist/Administration assistant to provide clerical and administrative duties in a busy school office. You will have the opportunity to work alongside other admin members to ensure the smooth running of the school.

The working hours required are Monday to Friday 8.45am until 3.15pm. There can be some flexibility within these hours so please discuss options with the headteacher.

We can offer you:

- A school with a very recent 'GOOD' Ofsted grading.
- A very welcoming, caring school ethos, where every child matters
- Supportive, enthusiastic and hardworking colleagues.
- Positive and constant support from Governors.
- Friendly, honest and hardworking children

We require a person who:

- Can support in the day-to-day running of the school office and reception.
- Has excellent communication and interpersonal skills.
- Has a good telephone manner.
- Is competent in using IT equipment.
- Has a flexible approach and the ability to deal sensitively with a wide range of people and situations with confidentiality.
- Is able to contribute towards the development of the school.
- Has appropriate qualifications and experience of working with children.

Applications

Visits to the school are warmly welcomed and encouraged. If you would like to visit or you would like to find out about our lovely school, please call 01302 344659 to speak to Mrs Sharon Allinson.

Application packs are available from the DMBC jobs website and also our school website. If you have any queries, please contact Mrs Sharon Allinson. Completed applications should be returned by email to: mrs.allinson@park.doncaster.sch.uk.

Closing date: Thursday 17th October 12 noon 2024 **Interviews to be held:** Wednesday 23rd October 2024

Park Primary School is committed to safeguarding and promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.