

# Easthampstead Park Community School

Ringmead

Bracknell

Berkshire

RG12 8FS

Tel: 01344 304567

Fax: 01344 867862

e-mail: info@epschool.org

**Receptionist / Administration Assistant**

**Pay Grade BG-J 3, (FTE £19,188 per annum) - £7,321 per annum, includes London Fringe. 17 hours per week, Monday to Thursday, 1.00pm - 4.30pm, Friday 1pm to 4.00pm.**

**To commence as soon as possible.**

The successful applicant will need to be a good team player and willing to assist in all areas of a busy school office; reception will be the main focus of this role.

The role of the receptionist is at the very heart of the way the school presents itself to the public. This is a high-profile appointment; the incumbent must be able to think clearly, prioritise efficiently and communicate calmly and effectively.

A professional telephone manner and effective written communication, usually via email, are key facets of the role. The ability to use applications such as Microsoft Word, Excel, Publisher, PowerPoint and Google Docs and Sheets is essential. It is a requirement that you will undergo regular first aid training and join our team of First Aiders.

Staff in the Administration Department support the school in a variety of areas to ensure school systems function effectively; reception, administration, reprographics and student welfare. You will join a professional, friendly and cohesive team.

Easthampstead Park Community School is a vibrant, cutting edge learning environment. Our school culture marries unswervingly high academic expectations with excellent pastoral care and support. The concept of community is at the very heart of our vision; we believe in a three-way partnership between parents, teachers and students, and are proud of our setting and local community. Teaching and learning is at the very heart of our school, and drives everything we do.

We work with our students to develop their aspirations and talents to achieve their full potential in a safe, caring and supportive environment. Staff enjoy working with a student body that fully reflects our community. Easthampstead Park Community School values diversity and promotes equality.

**OFSTED rated ‘GOOD’ in all areas - June 2016.** The school is moving forward and we believe that this is an exciting time to join us.

We aspire to be rated ‘outstanding’, driven by a core belief that all of our students deserve nothing but the best possible teaching and support in order to be happy, healthy and successful. We aim to deliver the best quality teaching and learning in a school where staff and students have respect for, and pride in themselves, their school and their community.

Online applications can be completed via the Bracknell Forest Council link from the school website. For enquiries please telephone our Personnel Officer on 01344 390826 or email recruitment@epschool.org. Visits to the school are warmly welcomed.

**Please visit the recruitment page on our website** [**http://www.epschool.org/content/vacancies**](http://www.epschool.org/content/vacancies)**.**

*We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced Disclosure and Barring Service check will be undertaken.*

**Closing date: 9am on Monday 1st November 2021**

**Interviews to take place on Friday 5th November 2021**