



Receptionist / Administration Assistant

Pay Grade BG J3, £7,449.60 per annum (£10.12 per hour – pay award pending), includes London Fringe and Holiday Entitlement

17 hours per week, Monday to Thursday 1.00pm to 4.30pm and Friday 1.00pm to 4.00pm. Term time only.

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 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 co-educational, community comprehensive serving Bracknell South. As a school we strive to give our students every opportunity 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 and pride in themselves, their school and their community.

We work with our students to develop their aspirations and talents to achieve their full potential in a safe, caring and supportive environment. We have a friendly and supportive staff who enjoy working with a student body that fully reflects our community. There is a strong sense that the school is moving forward and we believe that this is an exciting time to join us. Easthampstead Park Community School values diversity and promotes equality.

Our vision is to deliver a school judged as outstanding, that lives up to its values and beliefs. Our sense of community is built around the quality of relationships between staff, students and parents with the emphasis on respect and pride.

Online applications can be completed via the Bracknell Forest Council link from the school <https://www.epschool.org/staff-vacancies/>. Should you require any further information, please telephone our School Business Manager on 01344 390835 or email recruitment@epschool.org.

Closing: 9am on Monday 17 October 2022

Interviews to take place: Week commencing 17 October 2022

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.

