



Park Community School, Middle Park Way, Havant, Hampshire PO9 4BU

Receptionist / Administrator

Park Community School wishes to appoint a Receptionist / Administrator on a fixed term contract, initially for 12 months.

32½ hours per week – 8am to 3pm* (30-minute lunch break)

Term Time Only (39 weeks per year)

****Flexible working applications considered***

Actual starting salary £13,947 per annum (Full Time Equivalent: £18,562)

Working on our busy Reception and in the Admin office, you will cover a variety of tasks including welcoming visitors, handling money, operating the switchboard, and providing general administrative support. In addition, you will be required to carry out some administrative work at one of our enterprise sites locally.

We are looking for someone with an enthusiastic and professional approach, who is flexible enough to turn their hand to different aspects of administration as needed.

Administrative experience, good customer service and keyboard skills are essential, as well as attention to detail, written and verbal communication and a high level of computer literacy.

As some local travel is required within the role, you will need a full driving licence and access to your own vehicle.

To apply for this position, please download an application form from www.pcs.hants.sch.uk. We look forward to hearing from you.

Closing date: 20th April 2021

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks.

In promoting equal opportunities, the school welcomes applications from all sections of the community.