



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

## **Part-time Receptionist / Administrator**

Do you possess a wide range of transferrable skills? Perhaps you have had a period of time away from the workplace and want to get back into employment in the stimulating setting of a secondary school?

**Park Community School wishes to appoint a Receptionist / Administrator on a fixed term contract, initially until 31 March 2017**

**20 hours per week – 12.30 to 16.30, Term Time Only  
Actual starting salary £6,744 (FTE £14,586)**

Working on our busy Reception, you will cover a variety of tasks including reception duties, money handling, operating a switchboard, and providing general administrative support.

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.

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.

To apply for this position, please download an application form from [www.pcs.hants.sch.uk](http://www.pcs.hants.sch.uk) or e-mail [j.alder@pcs.hants.sch.uk](mailto:j.alder@pcs.hants.sch.uk) to request an application form. We look forward to hearing from you.

**Closing date: Monday 6<sup>th</sup> June**

**Interviews: Wednesday 8<sup>th</sup> June**

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.