



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

Part-time Receptionist / Administrator

Park Community School wishes to appoint a Receptionist / Administrator on a fixed term contract, initially until 31 August 2020

**30 hours per week – 7.45am to 2.15pm (30-minute lunch break),
Term Time Only (39 weeks per year)**

Actual starting salary £12,528.84 per annum (Full Time Equivalent: £18,065)

Working on our busy Receptions, you will cover a variety of tasks including welcoming visitors, handling money, operating the 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 or e-mail recruitment@pcs.hants.sch.uk to request an application form. We look forward to hearing from you.

Closing date: 15 January 2020

Interviews: 22 January 2020

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.

