



Receptionist / Administrator

Salary – B Grade – Full Time Equivalent £20,812 at B1
(Actual annual pro rata salary is £15,637.56) - Pay Award Pending
32.5 hours per week
39 weeks per year - Term Time
Permanent

Park Community School offers a fantastic working environment, a range of employee benefits and the opportunity to make a difference in a fast-paced and ambitious school.

We are looking for a Receptionist to join our team, in the school's busy main reception. This post 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.

Administrative experience, strong customer service and keyboard skills are essential, as well as attention to detail, written and verbal communication and a high level of computer literacy. Knowledge of school software systems, namely Tucasi and SIMS would be an advantage, but is not essential.

The hours that we need to be covered are 9.30am to 4.30pm, Monday to Friday.

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 one. We look forward to hearing from you.

Closing date: 15th October 2023
Interviews: To be arranged.

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.