



Part Time Receptionist/Administrative Assistant

SALARY: £8,575.68 (pro rata Harrow pay scale G3)
Status: Permanent
Hours of Work: 2 Days per a week – Tuesday and Wednesday (14 hours per week: 8.30 a.m. – 4.30 p.m. with a 1 hour lunch break) Term Time only
Start Date: 1st September 2024

Whitchurch is a large four-form primary school on the borders of Harrow and Barnet. We have an outstanding team of staff who are committed to our pupils and their development as independent and passionate learners.

At the very core of our school is our fantastically skilled and dedicated administrative team. We seek an exceptional Part Time Receptionist/Administrative Assistant to work as a key member of our busy administrative team, to provide a welcoming, friendly first point of contact for all visitors and callers to our School. As well as being proactive, professional and exceptionally organised, the ideal candidate will have excellent communication and interpersonal skills. Experience of working with School Information Systems (SIMS) would be an asset.

In return, Whitchurch Primary School offers excellent benefits to staff including:

- Local Government Pension Scheme
- Continuous Professional Development

For an informal discussion please contact: Mrs Seema Supeda, School Business Manager at: finance@whitchurchps.co.uk

We would strongly recommend booking a visit to the school to discuss the position. To arrange a visit email the HR Officer at personnel@whitchurchprimary.harrow.sch.uk.

Closing date: Monday 24th June 2024 – 9am
Shortlisting: Tuesday 25th June 2024
Interviews: Friday 28th June 2024 -pm

We reserve the right to close this vacancy early if we are able to appoint before the closing date. We therefore encourage applicants to submit their applications as soon as possible.

Further information and application packs are available on our website:

www.whitchurchprimary.harrow.sch.uk – Our School/ Vacancies. Application by letter and completed application form to Personnel, Whitchurch Primary School & Nursery, Wemborough Road, HA7 2EQ. Telephone 020 8951 5380 or emailed to personnel@whitchurchprimary.harrow.sch.uk

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, satisfactory references and online check, medical clearances, evidence of essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act 1996. We are an equal opportunities employer.