



Leventhorpe
a business and enterprise academy

RECEPTIONIST/ADMINISTRATIVE ASSISTANT

We wish to appoint a person with energy, commitment, a high level of interpersonal skills and ability to work well under pressure as a Receptionist/Administrative Assistant, to start as soon as possible. The main duties of the post will be:

Reception duties, general clerical and administrative duties, including photocopying, record keeping, answering the telephone and dealing with visitors.

Previous experience of working within a school office would be an advantage, although training will be given. The successful applicant will need excellent computer skills, pleasant telephone manner, confidence, diplomacy and ability to multi-task.

Hours: 21hrs. Three Days per week, Wednesday, Thursday and Friday 8.15am - 4.15pm, term time only.

Salary: H2 £15,807 - £16,781 pa pro rata £8.19 - £8.70 per hour + outer fringe allowance (outer fringe allowance £585 pa pro rata)

Please apply in writing to the HR Manager, enclosing a letter of application and a completed application form, which can be found on our website or by contacting the school office on 01279 836633. Closing date 12 noon, Tuesday 23rd January 18. Interviews will take place on Monday 29th January 2018.

Leventhorpe is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share this commitment. A DBS disclosure is required for all successful applicants