

Highlands Primary School

Receptionist / Admin Assistant September 2024



Job Title: Receptionist / Admin Assistant

Reference: Non-teaching

Category: School Support

Start date: 2nd September 2024

Job type: Fixed Term for one year

Grade: LBR 3 (£14.40 - £14.62 per hour)

Job hours: 20 hours pw 1.30pm – 5.30 pm Monday – Friday
Term time only (including 5 training days)

Location: Highlands Primary School
Highlands Gardens
Ilford Essex IG1 3LE
020 8554 0044

Highlands Primary School invites applications from highly motivated individuals to work as a member of our busy office team.

Highlands is a dynamic learning community of children, staff, parents and governors, with each and every child at the heart of everything we do.

Strong teamwork, collaborative working, high aspirations and expectations underpin an environment providing excellent opportunities for staff professional learning and development, and there will be opportunities for the successful candidate to progress within our Admin Team.

The successful candidate will work in our front office as our afternoon Receptionist, the first point of contact for children, parents and visitors.

We are looking for candidates who:

- are committed to working in a school environment
- have the ability to work on their own initiative
- are flexible and calm

The Job Description details the full range of duties for the roles.

Further details and application packs are available on our website www.highlandsprimary.co.uk

Completed applications should be returned to:

recruitment@highlandsprimary.net

Closing date: Friday 12th July 2024

Shortlisting: Monday 15th July 2024

Interviews: Thursday 25th July 2024