



ADVERTISEMENT

Required: Start as soon as possible

LBR 4 (7-10)

Receptionist and IT Support

33 hours per week – 8:30am – 3:30pm Mon-Thurs, 8:30am - 4pm Fri (Half hour lunch)

We are seeking to appoint a Receptionist and IT Support.

The successful candidates must be able to demonstrate that she/he has high standards, a self-starter but also able to work as a member of a team in a friendly and supportive atmosphere.

The purpose of the job:

- To provide exemplary customer service to both internal and external customers and be able to resolve problems and complaints in a sensitive manner.
- Provide and facilitate high quality day to day support for senior leadership.
- Maintain confidential, high quality administrative systems within the school.
- To contribute to the delivery of an effective IT support service throughout the school
- Responding to identified issues/needs and ensuring continuity of service for all users

We are committed to safeguarding and promoting the welfare of children and are an equal opportunities employer

(<https://www.aldersbrook.redbridge.sch.uk/page/?title=Policies&pid=35>). Any offer of employment will be subject to an Enhanced Disclosure and Barring Service check, satisfactory references, online check and medical check.

Application pack for the above post can be requested by emailing:

admin.aldersbrook@redbridge.gov.uk.

Closing date: Monday 18 November (midday)

Interviews: Candidates will be contacted for a suitable time.

The interview process will include a short task.