Downshall Primary School
Meads Lane,
Seven Kings,
Ilford
Essex IG3 8UG
(020) 8590 2157
Headteacher- Mr. I Bennett

DREAM, PERSEVERE, SUCCEED

Part Time Receptionist and Administrator

Required to start as soon as possible

Pay Grade: LBR 2
Hours required: 17.5 hours per week
1.15pm-4.45pm Monday – Friday (term time only)
Salary: Gross hourly rate: £15.75

The school is seeking to appoint a warm and enthusiastic Receptionist and Administrator.

Downshall Primary School is a successful school serving a diverse social and ethnic community.

Duties will include:

- Greeting and dealing with parents & visitors;
- Answering the telephone;
- Typing and computer administration;
- Drafting and sending letters to parents;
- Designing and preparing leaflets, posters and documents;
- Minute taking;
- Control of deliveries;
- To carry out administration involved with school meals;
- To update the school's MIS database;
- Website and social media administration;
- To send communications to parents
- Photocopying

Initially the post will be offered on a flexible contract until the end of the probation period, when it will change to a fixed term contract, subject to review.

An application pack is available to download from our school website www.downshallprimary.co.uk.

Completed applications can either be emailed to admin.downshall@redbridge.gov.uk, stating Receptionist & Administrator in the subject field or posted to the above address.

Downshall Primary School is committed to safeguarding and promoting the welfare of our pupils and young people and expects all staff to share this commitment. The successful applicant will therefore be subject to an enhanced DBS check. We encourage applications from all sectors of the community to reflect our diverse student population.

Downshall is committed to the promotion of equal opportunities and diversity.

The Closing date for applications is Monday 23rd November at 4.00pm.