

New Town Primary School



School Receptionist & Admin Assistant

Required ASAP

11.5 hours per week (term time only)

Monday to Wednesday 2pm - 4.30pm & Thursday / Friday 2pm - 4pm

43.6 weeks paid per year

Salary: RG3 SCP 5 (£10.01 per hour)

Applications considered upon receipt

Applicants must:

- have an excellent telephone manner
- excellent communication skills, both verbal and written
- excellent IT skills and sound knowledge of Microsoft Word, Excel and Outlook
- experience of working in a school office beneficial but not essential
- the ability to establish and maintain good professional relationships with the schools stakeholders
- ability to adapt to and effectively use new ICT packages

We can offer:

- a welcoming and caring ethos
- a hardworking, dedicated team of staff
- inspirational children
- a chance make a difference to our friendly, happy children
- access to a Staff Health & Well-being Support package
- Onsite parking

Visits to the school are warmly welcomed. To apply please contact Natasha Kirby, Trust Operations Manager on 07538 539690 or email hradvisor@berkshireschoolstrust.org

The Berkshire Schools Trust is committed to safeguarding and promoting the welfare of pupils, staff and parents, and expects all staff and volunteers to share this commitment. A Disclosure & Barring Service clearance will be sought for the successful candidate.



www.newtown.reading.sch.uk



**BERKSHIRE SCHOOLS
TRUST**

www.berkshireschoolstrust.org