



CHENDERIT SCHOOL A VISUAL ARTS COLLEGE



RECEPTION/ADMIN ASSISTANT

Local Government Pay Spine – Grade E Range 13 - 15 (£17,391 - £17,972 FTE)
41 weeks - term time plus 5 training days and 2 additional weeks
8am to 4.30pm Mondays to Thursdays and 8am to 4pm on Fridays

Required from September 2018

We are seeking to appoint an enthusiastic, efficient, flexible and adaptable person with a professionally friendly and helpful approach as Reception/Admin Assistant in a busy school office. You will need to have a good telephone manner and be able to deal sensitively with a range of students, parents, staff and outside agencies. You will need excellent IT and interpersonal skills and the ability to multi-task. Previous school office experience using SIMS would be an advantage but is not essential.

In May 2017 we were judged by Ofsted to be 'good' in all areas. You will be keen to work as part of a team to support all that is strong within the school and help our school move from 'good' to 'outstanding'

Further details of the posts are available from Bev Martin, Headteacher's PA/Personnel Manager
bmartin@chenderit.northants.sch.uk - Closing date: 9am on 16th July 2018

Our school operates a rigorous recruitment process to ensure candidates' suitability to work with children. All posts in school are subject to disclosure of criminal records.

Chenderit School is the trading name of Chenderit School Academy Trust, a company limited by guarantee in England and Wales under company number 07900254 whose registered office is Chenderit School, Archery Road, Middleton Cheney, Banbury, Oxon OX17 2QR

**Archery Road, Middleton Cheney
Banbury OX17 2QR
Tel: 01295 711567 Fax: 01295 711856
Email: head@chenderit.northants.sch.uk
(11-18 mixed comprehensive NOR 1081, Sixth Form 228)**

