



Kenmore Avenue, Harrow, HA3 8LU

Reception and Administrative Assistant

Contract:	Permanent Contract
Working Times:	Term Time Only, Mon - Tue 8.30am to 4.30pm, Wed – Fri 9.30am to 4.30pm, 34.5 hours per week
Salary:	Grade: G02, Spinal Code: 08 Pro Rata (FTE 0.8196) Actual Basic Salary £16,761
Start Date:	As soon as possible

Would you like to work in a caring, happy and successful school where children come first? If so, we are looking to appoint an additional colleague. We are a four-form school, currently in the process of a rebuild with open spaces near the centre of Harrow. This is a great opportunity to work in a well-resourced school with dedicated professionals who enjoy providing high quality provision for all our children.

Elmgrove is a school where laughter is encouraged and all staff are valued members of the team with the simple mission of providing a rich, nurturing and high quality learning environment for all.

We have a vacancy for a Reception and Administration Assistant who will have:

- Excellent communicational skills, fluent in English and Romanian
- excellent organisation skills;
- proven experience of working in a busy environment (preferably in an education setting);
- SIMs database knowledge is desirable.

You will also be expected to:

- Work under pressure with humour and calmness
- Deal with sensitive information in a confidential manner
- Work in partnership with children, parents and staff
- Use own initiative and work flexibly as part of a team

Elmgrove Primary School and Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check.

Visits to the school are warmly welcomed; please call 020 8909 2992 to make an appointment.

Completed applications should be emailed to applications@elmgrove.harrow.sch.uk

Closing date: Thursday 22nd September 2022

Interviews: Week Commencing 26th September 2022

Previous applicants need not apply

An Equal Opportunities Employer