



## **Whitley Park Primary and Nursery School**

### **Administrative Assistant/Receptionist**

**Permanent Part Time Position (8.15am – 4pm – Mondays, Thursday & Friday)**

**Term time only (21 hours per week)**

**Salary range £19,312 – £20,092 pro rata**

***Are you looking for an exciting new challenge working term time only?***

**Whitley Park Primary and Nursery School may be exactly what you are looking for!**

We are looking for a capable, enthusiastic and organised Administrative Assistant/Receptionist who will support us at an exciting point in the development of the school, as we continue on our improvement journey.

The successful candidate will be a valued member of the whole school team.

We are looking for somebody who has:

- ✚ a professional and flexible approach to the challenges of working in a large and diverse school
- ✚ high levels of self-motivation and adaptability, with the skills to work independently, prioritise and meet deadlines
- ✚ previous experience of working in a school environment desirable but not essential

If you are interested in joining a school that:

- has an enthusiastic team of dedicated people who will support you
- values and lives by our school motto of Aspire, Believe and Achieve
- will give you opportunities to grow professionally
- makes a difference to a fantastic community

Then we would love to hear from you.

Want to know more? Please [visit our website](#) to appreciate what we have to offer. If you would like to visit and see for yourself what our school is like, or would like to request an

application pack please contact Allison Dench on 0118 937 5566 or by email [admin@whitleypark.reading.sch.uk](mailto:admin@whitleypark.reading.sch.uk) .

Whitley Park Primary and Nursery School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.

For the purposes of Equal Opportunities, we can only accept Reading Borough Council application forms.

Closing date: 16<sup>th</sup> January 2021

Interview date: Week commencing 17<sup>th</sup> January 2021 TBC

Start date: As soon as possible