



Believe... Inspire... Achieve

St John's C of E Primary & Nursery School

Portland Road, Kingston upon Thames, Surrey, KT1 2SG
Head Teacher Lulu Esua
0208 546 7179

Clerical Assistant/Receptionist

NJC scale points 5 to 10 depending on experience
Outer London Rates £22,185 to £24,256 FTE

Required to start 4th January 2022

Job Title: School Receptionist and Administrator

Job purpose: To be the 'front of house' reception ensuring that all customers (parents, students, visitors and staff) are dealt with efficiently and professionally
To provide routine administrative assistance

Pay Scale: As above, actual £18079 to £19,766

Hours: 8.00am – 3.30pm Monday to Friday /33.75 hours per week /39 weeks a year- term time plus 5 inset days, with a 45minute lunch break

For the right candidate, we may be able to offer some flexibility within the hours worked.

Responsible to: The School Business Manager/ Head Teacher and Senior Leadership Team

The Governors wish to appoint an experienced office assistant to provide general day to day reception and administrative support in our friendly school office.

Can you provide a warm confident welcome to pupils, parents and visitors?

Can you provide general admin support to the school office and staff?

Are you happy to turn your hand to any school task?

Are you a practising Christian or sympathetic to the Christian Ethos?

Are you committed to working with parents and the wider community?

If you are, then this is the post for you!

Please take a look at www.stjohns.kingston.sch.uk for further information on our school and to download the application form, Job description and person specification.

Please call Nicki Rees, School Business Manager on 0208 546 7179 to arrange a convenient time. **E-mail completed application forms to:** bursar@stjohns.rbksch.org or send via the school office.

Closing date: Friday 10th December 2021 - Early applications are encouraged, and we reserve the right to close the vacancy if a suitable candidate is found.

Applicants should be committed to promoting high standards of achievement, safeguarding and protecting the welfare of all pupils. St John's Primary School is an equal opportunities employer, and committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.