



Receptionist/Administrative Assistant

Location:	All Saints C of E Primary School
Salary:	NJC Grade A3 Points 3-4 Actual Salary £17,869.95
Contract:	Fixed Term until 31 st August 2025, Term Time Only 34.5 hours per week Required A.S.A.P

All Saints Church of England Primary School are looking to appoint an experienced, highly organised and enthusiastic Receptionist/Administrative Assistant.

The successful candidate will need to demonstrate very strong interpersonal communication skills as you will be the first point of contact for the many visitors and parents who come to school. The successful candidate will join a highly skilled and flexible administration team who work across our 2 school sites.

It is essential that applicants have appropriate literacy and numeracy skills (GCSE English and Maths grades A-C or the equivalent).

We are looking for applicants who:

- Have the ability to provide a welcoming environment.
- Are computer literate with experience of Microsoft Office Suite.
- Possess excellent communication skills including verbally, in writing, face-to-face and over the telephone.
- Have a good standard of English and Maths (GCSE Grade A-C or equivalent).
- Good team players with a sense of humour.
- Have the ability to work effectively and respond well under pressure.

Visits to the school are encouraged. Please contact the school office to make an appointment (01274 415222).

For more information and an application form please click on the 'Vacancies' tab at www.allsaints.bradford.sch.uk/. Please note we do not accept CVs.

Closing Date: Friday 4th October 2024 at 12 noon

Selection Day: Wednesday 9th October 2024

Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check

In line with KCSiE 2024, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.