

**LITTLE HEATH SCHOOL**  
Little Heath Road, Tilehurst  
Reading, Berkshire, RG31 5TY  
Headteacher: Mr D J Ramsden



## **RECEPTIONIST- ADMINISTRATIVE ASSISTANT**

Required September 2022

**Grade D/WBC Spinal Point 5 - £19,650.00 p.a (pro-rata approximately £16,581.00 p.a.) 37 hours per week Monday – Friday 8am-4pm term time only.**

Specific duties of the post are: -

- To provide a professional greeting to parents, pupils & visitors when they arrive at the school, providing direction, information assistance and answering phone calls in a helpful manner.
- Work with other members of the school's communication team to ensure that communication with parents and other key stakeholders is timely, efficient and professional, thus enhancing the reputation of the school.
- Act as a first port of call for parental communication with the school, directing enquiries to relevant staff via telephone or email.
- Complete administrative tasks in relation to Main and Pupil Reception, including supporting students with medical and pastoral issues, and administering First Aid as appropriate. First Aid training will be required.
- Support the work of the school's Attendance Officer in monitoring punctuality and attendance, completing registers and coding for late arrivals and students leaving school during the day.
- Managing the Visitor management system for appointments with outside agencies, including room booking.
- Managing deliveries in liaison with the Site Team & Resources Team.
- Managing post – incoming and outgoing; distribution to staffroom.

Little Heath School is a highly successful comprehensive school (1658 on roll, including 366 in the Sixth Form) situated in a pleasant semi-rural setting to the west of Reading, with good access to road and rail links. The school has recently benefited from a significant and transformational building project, opening a new £15 million main block in spring 2021.

As a school, we pride ourselves on our Continuing Professional Development Programme, which supports teachers to continually improve their practice in innovative ways, collaborating with other members of staff.

*Little Heath School is committed to safeguarding children and promoting the welfare of children and young people; we expect all staff and volunteers to share this commitment. Little Heath School will ensure that all recruitment and selection practices reflect this commitment. All shortlisted candidates will be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.*

**For an application form and information pack please email [recruitment@littleheath.org.uk](mailto:recruitment@littleheath.org.uk) . Please address supporting letter of application to the Headteacher. Closing date for the receipt of completed applications is 4 July 2022. We reserve the right to interview before this date if a suitable shortlist is obtained, so early application is encouraged.**

**Interviews to be held: w/c Monday 11 July 2022**

