

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



RECEPTIONIST- ADMINISTRATIVE ASSISTANT

Required Immediately

Grade D/WBC Spinal Point 5 - £19,312 p.a (pro-rata approximately £16,296.00 p.a.) 37 hours per week Monday – Friday 8am-4pm term time only.

- The main purpose of the Receptionist/Administrative Assistant is 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; 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 (1650 on roll, including 380 in the Sixth Form) situated in a pleasant semi-rural setting to the west of Reading, with good access to road and rail links. As a school, we pride ourselves on our strong Professional Development programme, believing that support staff need to be able to develop their own practice collaboratively with others.

Little Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Little Heath School Governing Body is an equal opportunities employer. Appointments are subject to satisfactory pre-employment checks and the successful applicant will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further information can be found at www.homeoffice.gov.uk

For an application form and information pack please email recruitment@littleheath.org.uk . Please address supporting letter of application to the Headteacher.

Closing date for applications: 28th January 2022

Interviews to be held during: 31st January 2022