

Required: Receptionist/Administration Assistant - 15 hours per week (term time only + INSET days).
Start date: May 20th 2024 (or as soon as possible)

Salary: Point 7

We are looking to appoint an Administration Assistant to work in the office of our small, friendly village school.

We are looking for someone who:

- Is able to work as part of a team
- Has excellent organisational, communication, literacy and ICT skills
- Who enjoys dealing with people in a friendly and welcoming manner

We offer:

- A small school with a family ethos
- Friendly and hard-working staff
- Polite and enthusiastic pupils
- Parents who want the best for their children
- Opportunities for training

We are committed to high quality professional training and supporting career development. The post is for 15 hours per week (term time only). Monday to Friday 10.00am to 1.00pm. This is a permanent position.

Please contact Mrs Pepper (paula.pepper@dukeofbedford.net or 01733 270243) for an application pack and/or if you wish to discuss the role in more depth. Visits are warmly welcomed; please contact the Mrs Pepper to make an appointment.

The Duke of Bedford Primary School is committed to safeguarding and promoting the welfare of children in our care. All staff and volunteers are expected to share this commitment. In our school we create a culture of safeguarding which is the responsibility of all staff.

When applying for a post at The Duke of Bedford School, you will be subject to a safer recruitment process as follows:

- If you are shortlisted, you will be required to complete a self-disclosure, which you will need to bring with you to the interview (in an envelope marked confidential).
- During the interview process, the interview panel will explore your skills, experience and attitudes and the questions asked will include questions about safeguarding of children.
- All successful candidates will be subject to an enhanced DBS check with barred list.
- Shortlisted candidates will be subject to an online search.

Applications to Mrs P Pepper (Business Manager)

Closing date for applications is Tuesday 7th May.
Interview date: Friday 10th May.