

Advert: Receptionist / Administrative Assistant



Edmonton County School

www.edmontoncounty.co.uk



Permanent/Full Time

Scale 4

Required from September 2023

We are looking to recruit a full time Receptionist/Administrative Assistant at our Secondary Phase to work in our heavily oversubscribed school. Our wider workforce is highly valued and plays a vital role in the school's aim to be a centre for educating our community for success.

The main purpose of this role is to assist in the smooth running of the secondary Phase School office under the supervision of the Administration Manager. To be in the initial point of contact for the School Reception ensuring all school procedures are applied when greeting visitors. To provide cover for Welfare duties and staff absences as appropriate. This role is based at the Bury Campus, however you may be asked to work across both school campuses.

Edmonton County School is a mixed, multicultural, dual campus school with a genuinely comprehensive intake. We are a good school with outstanding aspects and we aim to be an outstanding school. We are a heavily oversubscribed school, which has a reputation for providing outstanding support for staff and students.

The school is in an exciting stage of its development and we welcome applications from people who want to become part of a consistently improving school.

Apply online direct through TES or download an application pack from the school website www.edmontoncounty.co.uk or email us at ECSRecruitment@edact.org.uk

Actual Salary Range: £22,611 to £24,135 p.a.inc. (Scale 4)

House: 36 hours per week x 40 weeks per year
(Term time plus 5 days)

Applications are to be received no later than 9am Monday 12 June 2023 and will be processed as received.

CVs will not be accepted as formal application