



BEN RHYDDING PRIMARY SCHOOL
Bolling Road, Ben Rhydding, Ilkley LS29 8QH

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Head Teacher: Mr G Hartford

JOB VACANCY
Band 4 (scale point 3-4)

ADMINISTRATIVE ASSISTANT
& Lunch Time Supervisor TTO

Fixed term contract 1 September – 31 August 2020

18 hours per week in the Office and possibly 2 hours per week lunch time supervisor
20 hours in total. Working mornings in the office 5 days per week.

Ben Rhydding Primary School and our Governing Body are seeking to appoint a flexible, enthusiastic and committed person to join our busy administrative office. You will be the first point of contact in providing a comprehensive reception service to all visitors to the school. To support the office in the provision of effective administrative services undertaking a wide variety of clerical duties in a busy 1 form entry school.

Key Roles:

- To work on the reception desk to greet parents and visitors to the school
- Maintain all systems
- Undertake routine administration e.g. registers, children's records, place orders etc.
- Keep parents informed through letters, website, emails and text service

We are looking for somebody with

- Maths and English GCSE grade C or above or an NVQ Level 2 equivalent
- Good interpersonal and communication skills and the ability to liaise confidently with staff, pupils, parents, carers and other visitors to school
- ICT skills and knowledge or everyday computer packages
- Polite, professional and friendly manner

Applicants are warmly encouraged to apply direct to the school office. Job details will be provided upon request.

Closing date Friday 5 July 2019 4 pm
Interview date to be determined

We are committed to safeguarding and promoting the welfare of children. All posts are subject to an enhanced DBS check. Proof of eligibility to work in the UK will be required.
Please note CV'S are not accepted for this post.