

# Theale C of E Primary School

## Outstanding Ofsted

Englefield Road, Theale, Reading. RG7 5AS

Email: [hpa@theale.w-berks.sch.uk](mailto:hpa@theale.w-berks.sch.uk)

Tel: 0118 930 2239

Headteacher: Mrs Catherine Morley

## OFFICE ADMINISTRATOR /SCHOOL RECEPTIONIST

**Hours: 8.00 a.m to 4.00 p.m Tuesday, Thursday and Friday, Term time only 22.5 hours per week.**

**Grade B £17,842 - £18,562 FTE, with an actual salary of £9,113.86 - £9,481.64**

**Fixed term contract until end of summer term 2021**

Theale C of E Primary School is an Outstanding primary school with 332 children on roll. The school also has an excellent ASD Resource Unit and Language and Literacy Unit. We have recently moved premises to a brand new built school and are also working with Newbury College to sponsor a brand new primary school in Newbury

Theale C of E Primary is the lead school in the Berkshire Teaching Alliance and our Headteacher is a National Leader for Education.

We are seeking to appoint a Receptionist for our very busy school office: due to the various challenges ahead you will need to be dependable, flexible and hard working. You will be responsible for undertaking general reception and administration duties, assisting the school office, the School Business Manager and Headteacher.

You should be able to demonstrate the following abilities:

- Proven organisational and time management skills
- Able to multi-task, prioritise workload and use initiative
- Excellent communication and interpersonal skills: able to deal with parents, staff and children
- Respect confidentiality with sensitivity and judgement
- Excellent ICT skills (must be proficient in Excel and Word)
- Willing to assist with 1<sup>st</sup> Aid duties

In return, we can offer:

- An exciting opportunity to be involved with an Outstanding school
- A brand new pleasant school environment
- A commitment to your future professional development
- A positive and caring ethos.

**Application packs can be found on the school website: [www.thealeprimary.co.uk](http://www.thealeprimary.co.uk)**

**Closing date: Monday 2<sup>nd</sup> November 2020**

**Interviews: Thursday 5<sup>th</sup> November 2020**

*This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. An enhanced DBS check will be sought from the successful candidate.*