

## Vacancy Advert: School Administrator / Receptionist

Job Title: **School Administrator / Receptionist**

Salary: £19,000 - £21,000 (pro rata)

Contracts : Permanent

Hours: Full time (Term Time Only)

Start Date: October 2019

We are looking to appoint an administrator to provide effective administrative, secretarial and front of house support.

- **Are you interested in working in a dynamic and innovative new school as part of a new and developing support team?**
- **Do you want to help develop the school's administrative team and contribute to student success?**

To ensure the smooth and efficient running of the school. The ideal candidate will bring forward thinking administrative experience and the ability to use the latest technologies and programmes such as Microsoft Excel, Word and SIMS to a high level.

### **The successful candidate will be:**

- An excellent communicator with students, parents/carers and staff
- Proven record of high level ICT skills
- High Level of accuracy and attention to detail
- Ability to work under own initiative
- Excellent customer care skills

### **About Wapping High School:**

- Inclusive multicultural 11 – 16 Free School located in East London
- An innovative digital and flexible 21st century learning environment
- Small school with only 84 students in each year group
- All Year 7, 8 and 9 pupils have their own Chromebook devices

### **We offer:**

- Competitive salaries based on experience and skills
- Outstanding CPD opportunities
- A supportive environment where staff are valued as an integral part of the Wapping High family

**Shortlisting will be shortly after closing date with interviews commencing week beginning Monday 30th September.**

Wapping High is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful candidates will be required to undertake a criminal DBS check.