

# OLDHILL COMMUNITY SCHOOL & CHILDREN'S CENTRE

**Posts: Part Time Administrative Receptionist x 1** (All Year Round - 52.14 weeks - 23.75 hours a week 7:45a.m. – 12:15p.m.)  
**Full time Administrator x 1** (Term Time Only - 44.99 weeks – 36 hours a week)

**Salary: Administrative Receptionist (Scale 4 points 7-10) £16,298.44 to £17,195 per annum** (actual pro-rata salary range)  
**Administrator (Scale 4 points 7-10) £21,317.18 to £22,489.82 per annum** (actual pro-rata salary range)

**Contract types:** *Administrative Receptionist* - (All Year Round - 23.75 hours a week 7:45a.m. – 12:15p.m.)  
*Administrator* - *Term Time Only* – 36 hours per week (8.30 am to 4.15 pm)

**Contract term:** *Both roles are permanent*

These posts will require people who can undertake administrative and organisational processes within a busy school and children's centre. The successful candidates must be able to demonstrate that they have: excellent communication and interpersonal skill for being the first point of contact for all frontline enquires through the switchboard and reception desk duties; the ability to perform effective and efficient support to a range of administrative functions; a good understanding of database systems and proactive approach.

**The candidate that we seek will be someone who:**

- can make a difference by contributing to children's well-being
- will be committed to working within the diversity of an inner city setting with a broad cultural mix
- can demonstrate excellent interpersonal and communications skills
- will embrace and share in the community life of the school
- will believe in our vision of working '**Proudly Achieving Together**'

**We offer:**

- A well-resourced school and children's centre
- Friendly and supportive colleagues
- Well behaved children who love to learn
- Opportunities for professional development
- Childcare voucher scheme
- Employee Assistance Programme
- Ride to Work cycling scheme

Oldhill Community School is close to Clapton Common with good transport links. Please visit our website at [www.oldhill.hackney.sch.uk](http://www.oldhill.hackney.sch.uk) for further information about the school and for an in-sight into who we are.

To apply, please send your completed application form to: **Oldhill Community School, Oldhill Street, London N16 6LR. Tel: 020 8806 4130** or by email to [rdoxon@oldhill.hackney.sch.uk](mailto:rdoxon@oldhill.hackney.sch.uk).

Closing date for applications: **Monday 16<sup>th</sup> May 2022 at 12 pm**  
Interviews will take place week commencing: **Monday 16<sup>th</sup> May 2022**

**Oldhill Community School is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from all sections of the community, regardless of gender, race religion, disability, sexuality or age. All posts are subject to an enhanced Disclosure & Barring Service (DBS) check and enhanced vetting process.**