

Receptionist / Administrative Assistant

The Garden School

Hours: 36.5 hours per week, term time only (08.00-16.20) plus 5 days

Salary: Scale 4 SCP 18 pro rata [£21,546] (Actual Salary £18,530 pa)

The Garden is an expanding, all-through special school for pupils with autism located in Stoke Newington.

We are looking to appoint a highly professional and organised receptionist/administrative assistant to join our admin team.

You will be responsible for:

- Providing an efficient reception service for the school, dealing with all visitors, employees and callers promptly and courteously.
- Providing a range of administrative services across the school

Some of the key qualities we are looking for are:

- exceptional organisation and prioritising skills
- excellent interpersonal and communications skills
- ability to multi-task
- professional telephone manner
- an ability to work with a team and diverse staff/pupil groups
- an ability to work in a challenging but rewarding environment.

We can offer you:

The opportunity to work as part of a growing admin team in an interesting and progressive environment

In-house training and other professional development opportunities

A supportive network that works towards excellence in all that we do.

We would like to hear from you if you believe you can make a positive contribution to the development of our admin function and our school.

Please contact recruitment@thegarden.hackney.sch.uk

Please note we only accept completed application forms, no CVs will be accepted.

Closing date: Wednesday 5th September 5pm

Interviews: TBC

