**Administrator & Receptionist**

 **Permanent, term-time only + 15 days**

**Scale 4: £22,377 - £24,081 pa (pro rata) up to £22,377 actual salary**

**We are currently seeking an exceptional Administrator and Receptionist to work in our busy school office during the hours of 8.00am-4.15pm, Monday – Friday. Applications from those experienced with a range of IT and AV systems particularly welcome.**

***Haggerston School was judged ‘good’ by OFSTED in October 2017. The OFSTED report noted: “Staff have high morale. They are proud to work at the school and feel that leaders support them in a variety of ways. These include providing training to meet their individual needs.”***

**You will act as first point of contact at the school dealing with front line enquires from students, staff and visitors providing a professional and efficient reception service.**

**You will also support teaching and learning through the provision of a first class administrative support service to teachers and managers.**

We can offer you:

* an excellent physical environment recently refurbished and extended under BSF
* a school committed to your professional development
* work in a team where your skills, enthusiasm and hard work will be appreciated

If you are passionate about providing young people with a safe, supportive environment in which to ensure their success, we want to hear from you.

Download an application pack from the school’s website or you can request one by contacting the HR Department via e-mail: recruitment@haggerston.hackney.sch.uk

Application forms can also be returned to HR via email.

## Application closing date: Wednesday 20th March 2019

## Provisional Interview and Assessment: w/c 25th March 2019

*Haggerston School is committed to the safeguarding and welfare of young people and expects all staff to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to minimise risk and continuously promote a culture of safeguarding amongst our workforce. All posts within the school are subject to an enhanced DBS check. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.*