

Hyde Park Junior School

Hyde Park Road, Mutley, Plymouth PL3 4RS

Tel: 01752 225314

Email: hyde.park.junior.school@plymouth.gov.uk



ADMINISTRATIVE ASSISTANT/RECEPTIONIST

Part time, Permanent 30 hrs per week – 40 weeks per year

GRADE C - £13440 – 13983 actual salary

We are looking for someone special to be the first point of contact for Hyde Park Junior School.

You must be

- that elusive blend of friendly but firm needed to manage a school reception desk
- efficient but not officious.
- flexible and happy to muck in to get things done when needed

and you must be an efficient typist!

If successful, you would work as part of a small friendly office team in a school committed to inclusion and supporting the emotional well-being of the whole school community.

You are welcome to visit our school on **Thursday the 5th of September** at either **8.00 a.m.** or **4.00 p.m.**

Please contact the school office to let us know you are coming. An application form and more details are available to download from our website <http://www.hydeparkjuniorschool.co.uk/website> or alternatively email the school at hyde.park.junior.school@plymouth.gov.uk.

Closing date: 10.00am on **Friday the 6th of September 2019**.

Interviews: **Tuesday 10th September 2019**.

If you have not heard by **Monday 9th of September 2019**, please assume that you have been unsuccessful on this occasion.