

# Hyde Park Junior School

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## ADMINISTRATIVE ASSISTANT/RECEPTIONIST

Part time, Permanent 35 hrs per week – 40 weeks per year

GRADE C - £14810 - £16028 actual salary

**We are looking for someone special to replace our current Administrative Assistant/Receptionist as she is sadly leaving us for a promotion.**

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 small a 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 either Tuesday 5<sup>th</sup> February at 8am or Wednesday 6<sup>th</sup> February at 4pm. 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 [www.hydeparkjuniorschool@plymouth.gov.uk](http://www.hydeparkjuniorschool@plymouth.gov.uk) or alternatively email the school at [hyde.park.junior.school@plymouth.gov.uk](mailto:hyde.park.junior.school@plymouth.gov.uk).

Closing date: 8.30am on Monday 11<sup>th</sup> February 2019.

Interviews: Friday 15<sup>th</sup> February 2019.

If you have not heard by Wednesday 13<sup>th</sup> February 2019, please assume that you have been unsuccessful on this occasion.