



# HYDE PARK JUNIOR SCHOOL

*Headteacher: Miss Tina Jackson*



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[www.hydeparkjuniorschool.co.uk](http://www.hydeparkjuniorschool.co.uk)

Dear Colleague,

## Administrative Assistant/ Receptionist

Thank you for your interest in the post of Administrative Assistant/ Receptionist at Hyde Park Junior School. We are looking for a colleague who has a good sense of humour and enjoys working as part of a team.

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!

As an Administrative Assistant/ Receptionist at Hyde Park Junior School you will have range of duties but your primary role, as the customer facing representative of the school, is to provide a friendly and efficient welcome to all visitors and pupils.

You are welcome to visit our school on either **Thursday 5<sup>th</sup> of September** at **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 [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).

The Closing date for applications is **10.00 a.m. on Friday 6<sup>th</sup> of September 2019** and interviews will be on **Tuesdays the 10<sup>th</sup> of September 2019**.

Yours sincerely,

*Mrs Tina Jackson*

Headteacher

*Hyde Park Junior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.*