

Cavalry Primary School
Cavalry Drive
March
Cambs PE15 9EQ
Tel: 01354 652814

Email: admin@cavalryprimary.org

Headteacher: Mrs F McCallum

RECEPTIONIST AND ADMINISTRATIVE ASSISTANT
Permanent Contract

Required from 1st September 2021 or as soon as possible thereafter, to join our friendly and supportive team.

To work 31.25 hours per week for 39 weeks per year (term time plus 5 training days),
8.30 a.m. to 3.30 p.m.

Support staff pay scale Level 2 Scale 3 point 5 to 6, full time rate £19,312 to 19,698
Actual pay after pro rate applied £13,889 to £14,116.

Typical duties will include:

- responding to enquiries from parents and visitors by phone, email and face to face
- signing in and supervising visitors
- photocopying and other routine admin tasks
- entering orders into the school's finance software
- maintaining records in the school's information systems
- processing daily dinner registers
- conveying messages to staff and children

Please e-mail the school office for an application form and information pack.

Cavalry Primary 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 will be subject to full safer recruitment checks, including an enhanced DBS check, satisfactory references and checks of identity/proof right to work in the UK.

Closing date for applications: 12 noon Thursday 22nd July 2021.