

**Headteacher:** Mrs. Wendy D'Arcy

**Email:** [admin@hardwicke.gloucs.sch.uk](mailto:admin@hardwicke.gloucs.sch.uk)

**Email:** [slt@hardwicke.gloucs.sch.uk](mailto:slt@hardwicke.gloucs.sch.uk)

**Website:** [www.hardwicke.gloucs.sch.uk](http://www.hardwicke.gloucs.sch.uk)



Hardwicke Parochial Primary Academy  
Poplar Way  
Hardwicke  
Gloucester  
**GL2 4QG**

**Telephone: 01452 720538**

*'walk as children of light'*

**Post Title:** Receptionist

**Grade:** Grade 3 (Point 4-6)

**Allowances:** Not applicable

**Hours:** 18 hours per week (Term Time Only)

**Contract:** Permanent subject to 6 months probationary period.

**Closing Date:**

**Interview Date:** TBC

**Start Date:** As soon as possible

A great opportunity has arisen for an enthusiastic, flexible and committed administrator to join our Office Team! This is an exciting time to join Hardwicke Parochial Primary Academy and to be part of the Diocese of Gloucester Academy Trust family (DGAT).

The successful candidate will:

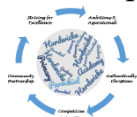
- \* Provide a friendly and efficient reception service for staff, pupils, parents and visitors both in person and on the telephone
- \* Have excellent organisational, administration and problem solving skills
- \* Work well under pressure with the ability to prioritise and meet deadlines
- \* Be a team player and an excellent communicator who can build strong partnerships with staff, parents and the community
- \* Be flexible and open to the challenges and opportunities a school environment offers

A good standard of education, excellent communication and ICT skills are essential. Experience of SIMS software used in school would be useful but training will be provided for the right candidate. The successful candidate must have experience of working in a school or similar busy office environment and be a strong team player with a positive, friendly and helpful attitude

If you would like to become part of a highly motivated team, who inspire our children to 'Shine' and have the necessary skills needed to be our School's Receptionist, then we would love to hear from you.

The hours of work will be 18 hours per week (working pattern to be agreed)

Visits to meet the Headteacher and Senior Leadership Team are encouraged. Please contact the school directly to organise a visit either via email [head@hardwicke.gloucs.sch.uk](mailto:head@hardwicke.gloucs.sch.uk) or telephone 01452 720538.



Application forms are available on the 'Our School' section of the website (please include a covering letter to accompany the application form) and should be emailed to the headteacher, Wendy D'Arcy: [head@hardwicke.gloucs.sch.uk](mailto:head@hardwicke.gloucs.sch.uk) by midday on **24<sup>th</sup> September 2021**.  
Interviews dates TBC

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.