

St Paul's Community
Development Trust



Working For The Community

Job Title: Receptionist & Administration Assistant
Department: School
Salary Scale: £8.91 per hour
Hours of work: 25 hours per week term time only. 8.30am – 13.30pm
Contract Term: Subject to 6 month Probationary Review
Closing date: 22nd October 2021 12 noon

Job Purpose:

To undertake reception duties and clerical work for St Paul's School. To support the Senior Administrator with daily duties such as attendance. Experience of reception duties is essential along with effective written, verbal communication and IT skills.

Further details and an application form available: www.stpaulstrust.org.uk/recruitment

All members of staff employed by the Trust have an individual responsibility for promoting and safeguarding the welfare of the children/young people and vulnerable adults that they are responsible for, or come into contact with.

It is a condition of employment that the successful candidate obtains a satisfactory DBS Disclosure.

