

PART TIME RECEPTIONIST/ ADMINISTRATIVE ASSISTANT

Part time—25 hours per week

Hours: 7.30am to 12.30pm

TERM TIME plus INSET Days (39 weeks)

APT&C Scale 3 Points 14-17

(£11,032-£11,603 actual salary)

Required as soon as possible

We are seeking to appoint a Receptionist/Administrative Assistant to join our busy front of house team.

The ability to work with young people and to have a good sense of humour is essential. Good interpersonal skills are also important, as is the ability to be flexible. SIMS or other database experience desirable. Training on specific applications will be provided.

Further details and application forms available from our website

www.barnhill.hillingdon.sch.uk or from the school.

Applications accepted on application forms only.

Completed application forms should be returned to Mr Ryan at the school address or by email Jryan@barnhill.school

Closing Date: Noon Friday 13th October 2017

Barnhill Community High is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants are required to undergo a Disclosure and Barring Service Check.



Yeading Lane, Hayes, Middlesex, UB4 9LE

Head of School: Mark Mayne

Tel: 020 8839 0600 Fax: 020 8839 0643

www.barnhill.hillingdon.sch.uk