



Evelina Hospital School

Tel: 020 7188 2267

recruitment@evelina.southwark.sch.uk

www.evelina.southwark.sch.uk

Headteacher: Anne Hamilton, MBE

Administrative Assistant & Receptionist

Salary Hay 5 SCP 6-13 Actual pro-rata Salary for term-time working £24,694 to £27,445 (£28,977 - £32,205 Full Time Equivalent)

Contract Term Time Only plus 5 inset days (39 weeks) / Permanent, 35.5 hours per week.

Closing date: 1st October 2024, 8am

Interviews: Week commencing 14th October 2024

We are looking to appoint a well-organised and committed Administrative Assistant and Receptionist to work as part of the office team, responsible for a range of administrative and reception tasks.

The ideal candidate will have:

- excellent administrative and IT skills
- strong communication skills, both verbal and written
- Ability to work under pressure, handle interruptions, and work independently with initiative
- High level of confidentiality and discretion

What we offer:

- A diverse and supportive whole school team, each with their skills and strengths
- Outstanding CPD programme
- Wellbeing benefits including an employee assistance programme offering helpline and additional support with legal, financial advice and counselling
- Great transport links in the heart of Westminster
- Unique and rewarding work in an outstanding school

Visits are welcome, please call 020 7188 2267 or email recruitment@evelina.southwark.sch.uk to arrange an appointment. For further information and our privacy notices, please refer to the school website www.evelina.southwark.sch.uk

Interested applicants **must** complete the school application form and submit by e-mail to recruitment@evelina.southwark.sch.uk at the earliest possible time. The review of applications will begin as soon as applications are received. The school reserves the right to appoint before the stated application closing date should we find the suitable candidate.

CVs will not be accepted.

The Evelina Hospital School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to appropriate vetting and barring checks, as described in the current DfE Guidance "Keeping Children Safe in Education"