

The Belham Primary School



*“Outstanding learning, within a glittering curriculum,
where everyone matters, at the heart of the community”*

Clerical Assistant and Receptionist

Start: As soon as possible

Monday – Friday 8:00am – 4:00pm 35 hours per week Term-time only
(Hours may differ very slightly from advertised)

Grade 4 Spine point 4: £18,865 (actual salary) £23,014 Full time equivalent

We are looking to employ an enthusiastic, positive minded and ambitious Clerical Assistant and Receptionist to work at The Belham Primary School in the heart of Peckham - an exciting, creative school with a glittering curriculum.

We require someone, preferably with experience of working in a busy school office, to join our office team. If you feel you have the experience and the ability required to offer our parents, pupils and visitors a friendly welcome, and are able to demonstrate a wide range of skills, then please call for further information.

Essential requirements

- ✓ GCSE (or equivalent) Maths & English at grade C or above
- ✓ Excellent literacy and inter-personal skills
- ✓ Understanding of dealing with confidential matters
- ✓ Knowledge of children with special needs
- ✓ Sound and proven IT skills
- ✓ Must have the ability to work with a minimum of supervision, show initiative and flexibility
- ✓ Works well as part of a team

Please call Susan Roberts on 0207 525 9188/9 for further information.

An application form, job description and person specification can be downloaded from the Belham Primary School website – www.thebelhamprimaryschool.org.uk

Closing date: When post is filled

Interviews: To be confirmed

The Charter Schools Educational Trust welcomes enquiries from everyone and value diversity in our workforce.

The Charter Schools Educational Trust is committed to the safeguarding and promoting the welfare of children. Appointments are subject to an enhanced DBS check and medical fitness to undertake the post.

**The Charter Schools Educational Trust – Charter School East Dulwich
Jarvis Road London SE22 8RB**