



Nine Acres Primary School



‘Striving for Excellence’

Receptionist/Clerical Assistant

Fixed term from October 2022 – July 2023 in the first instance

37 Hours per week – Term Time only (plus 5 development days)

8.15 a.m. – 4.15 p.m.

Hay Scale Grade 2 - Actual salary range £16635 - £16856 (12 months)

(£18887 – £19138 FTE)

An exciting opportunity to join a dynamic and ambitious team of staff and governors on the Isle of Wight.

The Head Teacher and Governing Body of Nine Acres Primary School are looking to recruit an outstanding Receptionist/Clerical Assistant who has a proven track record of commitment and professionalism alongside the ability to provide an effective and efficient admin support service.

Key responsibilities will include:

- To provide a first class reception service for all parents, visitors and telephone enquiries.
- To carry out routine general clerical and financial support including pupil attendance and school meals.
- To maintain the pupil database (SIMS) and records ensuring accurate records are maintained at all times.

We will offer you:

- Enthusiastic and engaged children
- A commitment to your professional development
- A purposeful, supportive and lively work environment
- A strong safeguarding culture where pupils feels safe and are ready to learn

Visits to the school are encouraged and most welcome; please contact the school office to arrange an appointment with our Headteacher, Mrs Dyer.

Our school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. We will be conducting online social media searches as part of our shortlisting process.

For further information, please contact Miss C. Buckett (Office Manager), or visit our School's website to download an application pack. : www.nineacrespri.iow.sch.uk

Closing date: Noon 17th October 2022

Interviews: 19th October 2022



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