

St.John's CofE (VA) Primary School
Spring Park Road
Shirley
Croydon CR0 8TU
020 8654 2260



Receptionist Administrator

Salary: £21,591-21,981pa, Grade 3, points 5-6

Permanent Full Time, Term Time + 1 week in the summer holidays

36hrs per week Mon - Fri, 8.30am-4.30pm

Closing date & time: 12 noon on Sunday 8th November

Our Receptionist is the welcoming and professional face of St John's and this is an exciting and interesting opportunity for someone with excellent communication & administration skills and a welcoming persona. We are a popular outstanding and vibrant two-form entry primary school with a distinctive Christian ethos.

We'd love to hear from you if you...

- are an efficient, enthusiastic and flexible administrator with customer services or receptionist skills
- have sound working knowledge of IT and manual office systems
- can work well on your own and as part of a small professional team, multi-tasking in a busy environment
- are reliable and use your initiative with minimal day-to-day direction
- are in sympathy with the ethos of our school

We offer...

- a professional environment in splendid well-maintained buildings with superb grounds
- a caring and stimulating environment that enables our children and staff to thrive and enjoy their time here
- a friendly and supportive school community
- good local public transport links to Croydon, West Wickham, Bromley and beyond; free on-street parking

St.John's School aims to attract and retain talented staff from all backgrounds with the aim of reflecting the school community; staff do not need to be Christian but do support our ethos. We encourage you to browse our website and to watch our virtual tour of the school <https://www.st-johns.croydon.sch.uk/about/take-a-tour/>

Further details and guidance for this vacancy are on the school's website www.st-johns.croydon.sch.uk. Email your completed application form to recruitment@st-johns.croydon.sch.uk. We would welcome your application as soon as possible as we may shortlist and interview on receipt of completed applications and close the vacancy early.

We are committed to safeguarding and promoting the welfare of children and to equality of opportunity. References for shortlisted candidates will be sought prior to interview and an Enhanced Disclosure via the DBS will be completed on the successful applicant. Photographic identification and certificates of all relevant qualifications will need to be provided at the interview stage.

In line with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) the school is responsible for holding and protecting personal data. The school is required to share some data with the Local Authority

and the DFE. For further information on who we share data with please see our website for our Privacy Notices: <http://www.st-johns.croydon.sch.uk/>

Corona virus

Our school is adhering to all relevant government guidelines and we take appropriate action to ensure the safety of our children, staff and visitors.