



Our Lady Queen of Heaven Catholic School

Hare Lane
Crawley
West Sussex
RH11 7PZ

Head Teacher Tobias Melia
Telephone 01293 526057
Fax 01293 538341
Email office@olqoh.com

Vacancy for an Admin Assistant/Receptionist with effect from September 2015

Part Time Permanent 17.5 hours a week

Monday to Friday 8.30am until 12.00pm Term Time Only

Grade 3 Point 11 - £7.88 per hour plus Crawley Weighting

Our Lady's is a happy, caring and supportive Catholic school situated on the north side of Crawley. The Governors of the school are seeking to appoint a School Receptionist/Admin Assistant to provide support from 08.30 to 12.00 Monday to Friday term time only. The commencement date will be Tuesday 1st September 2015. The successful candidate will be confident, well organised and demonstrate initiative; your duties will include covering the reception window and administrative tasks as required.

You will:

- Have the ability to communicate in a warm and professional manner with children, parents and visitors both in person and on the telephone
- Have good administrative and IT skills including Microsoft Word and Excel
- Have the ability to be flexible, work accurately under pressure and have good time management skills
- Have the ability to and as part of a team
- Knowledge of SIMS would be advantageous or willingness to be trained

Our Lady Queen of Heaven Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are vetted thoroughly and appointments are subject to identity checks, enhanced DBS clearance and the production of satisfactory references. Candidates will be asked about their commitment to safeguarding children at interview. Please note that these appointments will be made on a Catholic Education Service Contract.

Please ensure that you complete a CES application form and not a WSCC application form as we are a Catholic School and require different information. Please also attach a letter of application to your forms.

Closing date for applications 12noon on Monday 29th June 2015. Interviews are scheduled to take place on Thursday 9th July 2015.

For an application form and pack, please email Mrs Jane Guttridge, School Business Manager on sbm@olqoh.com. Please call 01293 526057 Option 3 should you wish to discuss this position or have any further questions.