



Ysgol Maesydderwen

School & Sixth Form Centre | Ysgol a Chanolfan Chweched Dosbarth

Working Together, Achieving More | Cydweithio a Chyflawni

Administrator Receptionist Level 1 SCH 20

September 2020

Dear candidate

Thank you for your interest in the role of Administrator Receptionist.

The role of Administrator Receptionist has become vacant at Ysgol Maesydderwen. This is a key 'Front of house' role and the successful candidate must be pleasant and able to deal with all situations calmly and politely.

The successful candidate must be computer literate with good word and excel skills. Use of emails will be essential, however training can be given. Duties will include typing, filing and all general administration tasks including photocopying. Training will be given for this.

Experience in office work is not essential as training will be given. A polite telephone manner and the ability to communicate with visitors, staff and children in a caring manner is essential. Dealing with parents, children and visitors will be a major part of this role.

The successful candidate will be required to do a First Aid course.

An enhanced DBS disclosure will be required before the successful candidate can commence. The cost will be met by the employer.

If you are ready to be part of a team 'Working Together, Achieving More' and contribute to the continued improvement of the school then I look forward to receiving and reading your application.

Diolch

Phil Grimes
Headteacher

Details of role

Hours of work 32.5 HOURS Monday to Friday 8.30am to 3.30 pm with 30 minutes unpaid lunch

38 weeks working term time only

Paid 43 weeks

Do not work Inset days

Salary pro rata £17,918 Grade 2