



Great Denham Primary School

Receptionist / Administrative Assistant

NJC level 2a point 10-13

15 hours a week

Due to the rapid expansion of our school, we are looking for a hardworking, reliable and friendly person to join our busy office. The successful candidate must have excellent communication skills and have good IT skills. This position is to start in September 2018. Previous experience of working in a school office is desirable but not essential. The working hours will be 8 am - 4pm Thursday and Friday.

email: enquiries@greatdenhamprimary.beds.sch.uk

Application packs can be found on our website:

www.greatdenhamprimary.org.uk

Closing date for applications: Wednesday 11th July at 9am

Great Denham Primary School is committed to the safeguarding of all our children. All posts are subject to satisfactory DBS clearance.