

# The Downs Primary School and Nursery

The Hides, Harlow, Essex, CM20 3RB.

Headteacher: Mr Rob Calderwood

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Website: [www.downsschool.com](http://www.downsschool.com)



## **PRIMARY ADMINISTRATION ASSISTANT REQUIRED**

We are looking for an enthusiastic, suitably experienced person to work in our busy reception office as part of a team. This is a varied role and you will be providing administration support to the school, as well as first class reception duties, dealing with visitors, parents, staff and students.

Exemplary customer service skills, outstanding written and verbal communication are essential for this role. You must also be computer literate with a good understanding of Microsoft Office. Literacy and numeracy skills are also essential for this role.

If you feel you have the skills for this role, then we would love to hear from you.

**35 hours per week**

**(8am – 3:30pm / Monday – Friday)**

**39 working weeks (44.7 paid weeks)**

**Salary: Scale 3 Point 5 £19616.46 pro rata per annum (including fringe allowance)**

Closing date: 12pm, Monday 8<sup>th</sup> January 2024

Interviews: Monday 12<sup>th</sup> January 2024, early applications are encouraged.

You can read more about us on our website at [www.downs.essex.sch.uk](http://www.downs.essex.sch.uk). Visits to the school are warmly welcomed and can be arranged by contacting the school reception.

**To apply please complete and return the application form with a covering letter and current CV to Miss Tunai Musa at [hr@pplc.com](mailto:hr@pplc.com)**

*The Downs Primary School & Nursery is committed to safeguarding and promoting the welfare of children and expects all its staff to share in this commitment. This appointment is therefore subject to safer recruitment procedures, including satisfactory references and an enhanced DBS clearance.*