



Priory School, Orchard Avenue, West Berkshire, SL1 6HE. Tel: 01628 600300  
Headteacher: Mrs J Laver email: [recruitment@prioryschool.com](mailto:recruitment@prioryschool.com)

AWARDED 'GOOD' IN RECENT OFSTED INSPECTION  
AWARDED 'SILVER' IN INVESTORS IN PEOPLE

## Receptionist & General Administrator Required

**The Governing Body wishes to appoint a Receptionist and General Administrator**

To provide a professional reception and switchboard service for staff, parents, Governors and visitors ensuring that the quality of service is commensurate with the aims and objectives of the school.

To promote a positive image of the school through direct dealings with parents, students, Governors, visitors and external bodies.

To work under the supervisor of the Office Supervisor to ensure the school has a first class office and administration function, which meets the needs of the children, parents and staff.

**Salary Level SCP 19-22, £20,354 to £21,982 FTE, actual salary £17,449 to £18,844 for 37 hours per week, 8.30 to 4.30pm, term time only (plus INSET days)**

**Closing Date: 12 Noon, Monday 17<sup>th</sup> December. Interviews will be held this week.**

The school is committed to safeguarding and promoting the welfare of the children and young people and expects all staff to share this commitment. An Enhanced Criminal Records Bureau check will be sought for the successful candidate.

**To apply, call the school on 01628 600304, email [recruitment@prioryschool.com](mailto:recruitment@prioryschool.com) or visit our website at [www.prioryschool.com](http://www.prioryschool.com) for an application form.**

Visits to the school are welcome. Please email or telephone to make an appointment.

**Previous applicants need not apply.**

