

# CHARVIL PRIMARY SCHOOL

Park Lane, Charvil, Reading, RG10 9TR

Telephone 0118 932 0033

[charvil@piggottschool.org](mailto:charvil@piggottschool.org)



A Church of England Academy

Part of the Agape Multi Academy Trust

## School Administrative Assistant Required June 2024

**8.30am to 3.30pm, Monday – Friday (term time plus 5 INSET days)**

**32.5 hours per week**

**Salary Grade 4 (£24,294 - £25,979 FTE)**

**Actual salary for 32.5 hours per week £18,273 – £19,540**

At The Piggott School: Charvil Primary our vision is from the Parable of The Good Samaritan to 'Go and do likewise'. We form part of The Piggott School and are very proud of our single-form entry primary phase located in Charvil, between Sonning and Twyford.

We are looking for an administrative assistant to join our school team. The successful candidate will be responsible for providing efficient, effective and confidential administrative services to the school, assisting with enquiries, and maintaining a professional and welcoming Reception for visitors to the school.

### We are seeking someone who:

- is friendly and approachable
- is a team player and has effective communication skills
- has a clear understanding of confidentiality
- models and promotes our Christian school vision and values

### We can offer:

- a people first philosophy which promotes wellbeing and work-life balance
- an outward looking school with school improvement at the heart of everything we do
- a supportive team

To apply please complete an application form and a covering letter and e-mail to:

[vacancies@piggottschool.org](mailto:vacancies@piggottschool.org) The application form and further details, including job description and person specification, are available on the school website [www.piggottschool.org](http://www.piggottschool.org)

**Closing date: 10am, Friday 24<sup>th</sup> May 2024**

**Applications will be considered on receipt.**

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to Satisfactory Disclosure Clearance and a 'prohibition from teaching' check will be completed for all applicants. The school reserves the right to close this advert early in the event that sufficient applications have been received.*

Head Teacher Mrs C Waite

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*The Piggott Church of England School is an exempt charity.*

