

Receptionist

Hill Park School
Foredown Road
Portslade by Sea
Sussex
BN41 2FU
01273 422855



LGA Scale 3, £18,795 to £19,171 pro rata.

37 hours per week (Monday to Friday 8am until 4pm), term time only.

Actual starting salary £16,699. Start date – September 2019

Hill Park is a special school for pupils aged 4 - 16 years with moderate (MLD), severe (SLD) or profound and multiple learning difficulties (PMLD). Some pupils also have a diagnosis of autistic spectrum condition (ASC), complex medical needs or physical disabilities, attachment disorders and emotional needs.

We are a warm, friendly and welcoming school with a supportive and caring staff, who work closely as a team.

We require a caring, friendly receptionist who has past experience of working in a busy office. As the first point of contact for the school, it is important the applicant has a professional, positive and friendly attitude.

Candidates should be able to provide evidence of:

- Excellent verbal and written communication skills
- Excellent knowledge of a range of ICT packages, including Microsoft Office and Office365 email system
- Knowledge of SIMS (School Information Management System) and previous experience of working within a school office would be advantageous.
- Good organisational and time management skills and able to use their own initiative
- Flexible, adaptable and understand what makes a good team
- Having a positive attitude to pupils with special needs including challenging behaviour

We take safeguarding and child protection seriously and all posts at Hill Park are subject to a satisfactory Enhanced Disclosure and Barring Certificate.

Please return the completed application form by email to:
vacanciesupper@hillpark.brighton-hove.sch.uk

Application deadline: 9am Monday 3rd June 2019

Interview Date: Wednesday 5th June 2019