



Manor Primary School

Manor Way

Ivybridge

Devon. PL21 9BG

Telephone 01752 893182

Email admin@manor.devon.sch.uk

Website www.manor.devon.sch.uk

Admin Assistant/Receptionist

Job number G.0384

Grade C, Scale points 12 – 17

£16123 - £17772 pro rata

30 hours per week, 39 weeks per year

Closing date Friday 16th February 2018

We are looking for a cheerful, approachable person to join our admin team to provide reception and administrative support.

Applicants should be good communicators and be confident in liaising with others in person, by telephone and email, have excellent IT skills and be flexible and adaptable in undertaking a wide variety of administration duties. Experience in a school office and a knowledge of SIMS and Excel would be an advantage but not essential. Organisational skills and discretion are essential.

Manor Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post will be subject to an enhanced DBS disclosure and provide at least two written references.

For an application form and further information please contact the school on 01752 893182 or email: alocke@manor.devon.sch.uk Alternatively an application form and further information can also be downloaded from www.manor.devon.sch.uk

Please apply by noon on the closing date.

Headteacher: Karen Dixon
Deputy Headteacher: Julie Solomon