

Oaklands Junior School

Headteacher - Mrs H West

Butler Road, Crowthorne, Berkshire RG45 6QZ

Telephone: 01344-773496

admin@oaklands-jun.wokingham.sch.uk

www.oaklandsjunior-school.org.uk



Part-time Receptionist/Secretary/Administrator Permanent Contract

Start Date: 22nd March 2021

**20 to 25hrs per week Monday to Friday – Term Time Only
Grade 5 SCP5, FTE £19,312**

Oaklands Junior School is a thriving two-form entry school in the heart of Crowthorne. We are seeking to appoint someone with a sound administrative background who would join our friendly and highly committed staff.

We are looking for someone who has:

- an NVQ2 (or equivalent) or higher qualification;
- good IT skills, including Microsoft Office;
- good knowledge of SIMS data entry.
- excellent organisational and communication skills;
- the ability to work as part of a team;

We can offer:

- A friendly and supportive working environment;
- Professional development and training.

Visits to the school are warmly welcomed. Please contact the school office to make an appointment. We would also encourage you to visit our website <http://www.oaklandsjunior-school.org.uk>

Oaklands Junior School is part of the Corvus Learning Trust. The Corvus Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff, volunteers and individuals that work with our pupils to share this commitment. All successful applicants will be required to undergo an enhanced DBS check.

Application Form & Job Description: <https://oaklandsjunior-school.org.uk/staff/vacancies/>
email: admin@oaklands-jun.wokingham.sch.uk

Closing Date: Midday Tuesday 23rd February 2021

Interview Date: Tuesday 2nd March 2021