

Receptionist & Administration Assistant

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Company: Kent Tech

Location: Dartford

Category: other-general

Advert

West Hill Primary Academy are looking to appoint a Receptionist & Administrative Assistant to join our dynamic office team.

The role is for 35 hours per week, 38 weeks per year. The working hours are 8:30am to 16:00pm Monday to Fridays, with a 30 minute lunch break each day. The salary is £22,071 full time equivalent, pro-rata to an actual annual salary of £17,653.66.

You would be responsible for the management of the front desk reception of our busy school, ensuring all incoming and outgoing calls are attended to and professionally attending to parents, guests and visitors. In addition you will also be required to support with administration duties to meet the needs of the school.

Our staff benefits package includes:

Commitment to your ongoing Continued Professional Development

Two family days

Half-day Christmas Shopping Leave

Access to Local Government Pension scheme/Teachers' Pensions

Eyecare vouchers through Specsavers

Annual Flu Jab offer for all staff

Employee Assistance Programme to support your wellbeing

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