



# Our Lady of Peace Catholic Primary and Nursery School

**'With Christ in our hearts, together we grow'**

Headteacher: Mrs J O'Keeffe



Derwent Drive, Slough  
Berkshire, SL1 6HW  
Tel: 01628 661886

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## **Receptionist/Administrator required to start as soon as possible**

**Permanent & term time only**

**Job Salary: Level SCP 2, Range: SCP 10 – 13, £15.613 - £16,491 plus Local Weighing pro rata**

**Hours: 37 worked 8.30am – 4.30pm Monday – Thursday & 8.30am – 4.00pm Friday (half an hour lunch)**

The Headteacher and Governors are seeking to appoint a Receptionist/Administrator who will be the first point of contact for visitors to the school and responsible for the answering of telephones in a timely and professional manner, re-directing calls to the relevant personnel or taking messages. The successful candidate will provide a full administrative service including use of Microsoft programmes including Word and Excel and administer first aid to pupils and staff. Full training will be provided

Visits to the school are warmly welcomed; please phone for an appointment. For an application pack, please download from the website [www.oloopprimary.co.uk](http://www.oloopprimary.co.uk) or contact the Business Manager Linda Shoard on 01628 661886 ext. 229 or email [sbm@oloopprimary.co.uk](mailto:sbm@oloopprimary.co.uk)

Only applications submitted on the School's (CES) application form will be accepted and can be emailed.

**Closing Date: Friday 6<sup>th</sup> October 2017**

**Interview date: Week commencing 9<sup>th</sup> October 2017**

*The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. Appointment is subject to a satisfactory enhanced DBS disclosure and pre-employment checks.*

Email: [post@oloopprimary.co.uk](mailto:post@oloopprimary.co.uk)

<http://www.oloopprimary.co.uk>

*In partnership with The Diocese of Northampton  
and Slough Borough Council, Department of Education*