

**Farringtons School
Perry Street
Chislehurst, Kent BR7 6LR**

**Receptionist /Administrative Assistant Junior School
35 hours per week Term Time only (38 weeks per year)
(job share will be considered)**

**Salary pro rata of £21,519
*Required to start as soon as possible***

We are looking for someone who can work on our busy reception area to provide both reception cover and comprehensive administrative support to the junior school team.

The Successful Candidate will:

- Be an excellent communicator
- Be IT literate using Microsoft office – experience of using a database package (PASS) would be advantageous
- Have an organised, flexible approach to all work undertaken

We can offer you:

- A supportive environment to work in
- A School that is aspirational for students and staff
- Opportunities for professional development

Further information and an application pack are available on the School website: under staff tab at the top of the home page.

Farringtons School is set in 25 acres of beautiful grounds, close to London.
We provide an excellent academic and supportive day and boarding environment for girls and boys age 3 -18.

The School is a member of MIST (Methodist Independent Schools Trust)

The School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure & Barring Service.



**Farringtons
S C H O O L**

