

<b>Job Title:</b>	<b>Receptionist/Administrator</b>
<b>Application closing date:</b>	Friday 2 <sup>nd</sup> February 2018 (NOON)
<b>Interviews:</b>	TBA
<b>Start date:</b>	As soon as possible.
<b>Location:</b>	Basingstoke
<b>Contract Type:</b>	39 weeks per year term time, plus 1 week in summer holidays. 37 hours per week: 8.30am - 4.30pm Monday to Thursday, 8.30am – 4.00pm Friday (1/2 hr lunch break) with some flexibility required.
<b>Contract Term:</b>	Initial fixed term to 31 <sup>st</sup> August 2018
<b>Salary:</b>	Grade B

Dove House is an outstanding school (Ofsted 2015) for children with moderate learning difficulties and autism. We converted to an academy in November 2011 and have enjoyed many benefits from the autonomy this brings. Dove House is also an accredited School Centred Initial Teacher Training Provider (SCITT) but above all it is a school which makes a difference to all those who are connected with it.

We are looking to recruit a Receptionist / Administrative Assistant to join our Business & Finance team. As a Receptionist, you will represent the school as first point of contact in a friendly and professional manner. This will include answering the telephone, re-directing calls and taking messages as necessary to ensure prompt and effective communication. You will also welcome parents, pupils and other visitors and deal with enquiries. The role will also include some administrative support and first aid training will be offered.

**We welcome applications from people who:**

- Are friendly and work well as part of a team
- Have excellent communication and interpersonal skills.
- Are pro-active and well organised.
- Are able to remain calm when working under pressure.
- Are able to meet tight deadlines confidently.
- Are able to multi task.
- Have experience in working in an office or schools.
- Are trustworthy, reliable and punctual.
- Are able to work on their own initiative.
- Experience with SIMS would be an advantage but not essential.

Excellent ICT skills will be essential including being highly proficient in the use of Microsoft Office.

If you would like further details or an application pack, please contact Claire Daniel on 01256 351555 or email [c.daniel@dovehouse.hants.sch.uk](mailto:c.daniel@dovehouse.hants.sch.uk). Please visit our website at [www.dovehouseacademy.com](http://www.dovehouseacademy.com) visits to the school are warmly invited. **Previous applicants need not apply.**

Dove House School are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.