



Receptionist / Admin Assistant

Required for an immediate start

36 hours per week, 41 weeks per year

Salary: Scale 3, SP 5 - 6

£19,869 - £20,229

FTE £22,185 - £22,587

(Inclusive of Outer London Weighting)

Bower Park Academy wish to appoint a Receptionist / Admin Assistant who will be the first point of contact to the school and should be able to demonstrate exemplary customer service. The successful candidate will be part of the administration team responsible for the efficient and effective organisation and administration of school processes, procedures and policies, delivering the best possible service to all stakeholders.

Bower Park Academy will offer you:

- The chance to work and develop in a good school
- Supportive and friendly staff
- Personal and professional development opportunities
- Flexible working opportunities
- Staff assistance programme including virtual GP appointments, counselling service, legal services
- Access to the Local Government Pension Scheme (LGPS)
- Staff discount scheme
- Cycle to work scheme

Deadline for applications

Please forward your completed application to Yingqi Huang, HR Officer, yhuang@elatschools.co.uk by Thursday 14th October 2021. Interviews are scheduled to take place on either Wednesday 20th October 2021 or Thursday 21st October 2021. Informal visits to the school are very welcome by appointment.

The Empower Learning Academy Trust is an Equal Opportunities Employer that is committed to safer recruitment. All applicants must be prepared to undergo screening to confirm their suitability to work with children.

For further information, please contact Yvonne Brand, PA to Principal, at brandy@elatschools.co.uk

About Bower Park Academy

- A caring and supportive environment
- Providing the best possible education for every student
- Find out more at www.bowerpark.co.uk

*“A positive climate
for learning.”*
Ofsted