

Huntspill Community Federation



West Huntspill Primary School

New Road, West Huntspill, Highbridge, Somerset, TA9 3QE

Telephone: 01278 783842

East Huntspill Primary School

New Road, East Huntspill, Highbridge, Somerset, TA9 3PT

Telephone: 01278 782453



Receptionist & Administrative/Clerical Assistant:

Grade; 14 Point 13-17

Hours: 0830 to 1630 term-time only to start as soon as possible

Are you an efficient and enthusiastic receptionist/administrator who can work calmly under pressure to support the day-to-day running of a busy small school. Are you able to work independently but also be part of a wider team spread over two schools. An exciting opportunity has arisen to work as a member of the Huntspill Community Federation, based at East Huntspill Primary School. Experience of SIMS and SIMS FMS would be an advantage.

Application packs are available from the school website at www.huntspillfederation.co.uk or call Jacquie Melville on 01278 783842 for more information

Visits to the school are welcome and advised. Please contact Mrs Jacquie Melville on 01278 783842 (at West Huntspill Primary) to make an appointment.

Closing Date: Friday 25th January 2019 at noon

Interviews will be held on: Monday 28th January 2019

We are committed to safeguarding and promoting the welfare of young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS disclosure.