



## **SCHOOL OFFICE ADMIN & WELLBEING ASSISTANT RICHMOND AVENUE PRIMARY & NURSERY SCHOOL**

<b>Location:</b>	Richmond Avenue Primary & Nursery School
<b>Pay Range:</b>	Level 5, SCP 8 – 12 (actual salary £15,806.90 - £17,110.00 per annum)
<b>Start Date:</b>	ASAP
<b>Contract Type:</b>	Permanent/ Term Time plus Inset Days
<b>Hours:</b>	32.5 hours per week (8:30am to 4:00pm, 1-hour unpaid lunch)
<b>Application Close:</b>	Friday 26 <sup>th</sup> August 2022 – midday
<b>Date of Interview:</b>	TBC

Southend East Community Academy Trust (SECAT) and Richmond Avenue Primary and Nursery School are seeking to appoint an enthusiastic and hardworking School Office Admin and Wellbeing Assistant (SOAWA) to work within our front office. The successful applicant will take responsibility for front reception and be the first point of contact for all visitors to the school; excellent customer service skills will be required.

The post also incorporates a range of administration/clerical work and therefore we are seeking a hardworking, organised and committed individual to complement the existing team.

### **Information about the School**

Richmond Avenue Primary and Nursery School is a school, set in the middle of the community that promotes a love of learning within a safe, caring, respectful environment.

We have a thriving Nursery – one of two in the MAT – children entering the Nursery and Reception classes from a multitude of local provisions.

The School prides itself on its work with its diverse community. Our children are very well cared for and our families are appreciative of the care and guidance they are offered.

We are a School that is committed to supporting and improving our local community and to working with our colleagues within SECAT.

Richmond Avenue is in a strong position to move forward to ensure that we offer all of our pupils the very best education. They deserve no less and we are relentless in that pursuit.

For information regarding the school, please visit our website at [www.secat.co.uk](http://www.secat.co.uk).

We welcome visits to the school. Please contact Lisa Waites via email at [admin@richmond.secat.co.uk](mailto:admin@richmond.secat.co.uk) if you wish to arrange a visit.

Please visit [www.secat.co.uk](http://www.secat.co.uk) to download an application pack and return completed forms to [hr@secat.co.uk](mailto:hr@secat.co.uk)

A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website ([www.secat.co.uk](http://www.secat.co.uk))

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references. We are an equal opportunities employer.

SECAT reserve the right to appoint before the closing date.