

Business Administrator with responsibility for Reception

Salary – **NJC Scale 4**, spinal point **7 - 10** pro-rata (**£16,620 – £17,355**)

25 hours per week – **Part time (hours 12:30 – 18:00; 30 min break)**

Note: *Subject to meeting the needs of service delivery, Swiss Cottage may consider a term-time plus weeks variation.*

We are looking for an experienced and accomplished Business Administrator to join an extremely busy main reception. This post is a vital role in the school, providing administrative support and guidance to all callers to Swiss Cottage School.

Are you an individual who can efficiently multi-task, are proactive in nature and with a real passion for providing excellent customer focused services?

The successful candidate will need to be able to hit the ground running, have a significant track record of working in administration, display outstanding communication skills, the ability to operate ICT applications, utilise initiative whilst retaining both a sense of humour and perspective.

You will support the Head of Finance and Office Manager in providing guidance, support and a broad range of administrative services to all callers and visitors. You will be confident, have excellent organisational skills and be a committed team player.

If this is you, come and join 'Swiss Cottage'. The staff are a passionate team of professionals. Our purpose is to provide every one of our students with a bespoke education that will prepare them to reach their full potential in the 21st century. All students, staff, governors and the wider community have bought into this vision. Together we form a friendly, focused and dedicated community.

Swiss Cottage is a recognised as an outstanding leader in the delivery of SEND locally, nationally and globally. The Swiss Cottage brand is renowned world-wide, and both contributes to, and learns from, the extensive research into all aspects of SEND education.

Swiss Cottage is an all through school with 245 students, 225 teaching and support staff and co-located 37 NHS staff.

For the right person, the school is offering a competitive salary, access to the Local Government Pension Scheme, excellent opportunities for professional development and working in an inclusive and progressive environment.

Applications are welcome from all suitably qualified candidates regardless of gender, age, ethnicity or disability.

For further information and an application pack, please download from website www.swisscottageschool.camden.sch.uk

Closing Date: **Noon on 21 June 2019**

Interview Date: **2 July 2019**

Swiss Cottage School is committed to the welfare and safeguarding of its students and expects all staff to share this commitment. The successful candidate will be required to undergo the necessary Disclosure & Barring Service (DBS) checks.