



RECEPTIONIST/ADMIN ASSISTANT

AFTERNOONS – 3.00pm – 6.00pm (term-time only)

**Fixed term contract to 3 July 2025
Starting 7 January 2025**

£14.00 per hour + benefits

Newton Prep is a successful and vibrant school for children aged between 3 and 13 situated at the heart of one of London's most exciting developing areas in Nine Elms. We are conveniently located a short walking distance from Battersea Park and Queenstown Road railway stations, with the newly-opened Northern Line connecting London Bridge to Battersea Power Station in easy walking distance.

We are seeking to appoint a highly organised, customer-focused Receptionist/Admin Assistant to join our busy and vibrant School. In this role you will be the 'face' of Newton Prep, providing a welcoming, efficient and professional service to all our pupils, parents, staff and visiting guests.

As front of house, you will be responsible for answering the telephone and signposting callers in an efficient, warm and professional manner alongside greeting our visitors and ensuring all security procedures are adhered to at all times. As the Admin Assistant, you will have a flexible, can-do attitude, providing administrative support to the busy Main School Office team.

Applicants should have reception and general administrative experience, ideally from a school or educational setting. Whilst this is not essential, what is, is someone with excellent customer service skills, someone who is confident and competent, someone who takes a flexible and proactive approach to their work and someone with the ability to use IT and other Management Information Systems in an effective and efficient manner. Training will be provided.

This is a temporary, fixed term position working Monday to Friday 3pm to 6pm term-time only and extra hours may be available from time to time. The position will commence on 7 January 2025 and terminate on 3 July 2025.

We offer a competitive rate of **£14.00 per hour**, accrued holiday leave, alongside a range of staff benefits which include a contributory staff pension scheme; free school meals, coffee and tea; free car parking and a staff gym.

Full details of the post and an application form may be obtained on the School's website www.newtonprepschool.co.uk or by phoning the HR Department on 020 7720 4091 (Ext. 1255).

To apply, please complete an application form and email this to the HR Manager at hrmanager@newtonprep.co.uk or post to: HR Manager, Newton Prep, 149 Battersea Park Road, London, SW8 4BX

The closing date for applications is **9.00 am on Friday 6th December 2024**.

Formal interviews will take place week commencing **Monday 9th December 2024**. However, the School reserves the right to interview and appoint this position ahead of any advertised application closing date, should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

Newton Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be expected to undergo an enhanced DBS disclosure check including a Barred List check.