



June 2024

Dear Applicant,

**Receptionist/Admin Assistant
Position initially to end of August 2025**

Thank you for your interest in the above vacancy. We are looking to appoint a Receptionist/Admin Assistant to work 16 hours per week term time only on a Thursday & Friday 8.00am – 5.00pm (Term Time Only)

The office staff provide support and assistance to pupils, parents, teaching, support staff and a variety of visitors to the school. As one of the first points of contact we require someone with a welcoming positive attitude who will be able to engage with everyone and use their initiative to deal with the variety of queries we receive every day.

This is an exciting time to join our school. We were recently graded 'Good' by OFSTED (October 2022) and the school is based in our brand-new building, surrounded by superb school grounds.

We do expect all members of staff to continue to develop professionally whilst working at Aylward and will support such development. The role and responsibility of the Receptionist / Admin Assistant are set out clearly in the attached job description and person specification. If you are interested in joining us at this exciting time, then please submit your application via the MyNewTerm portal. Candidates who are shortlisted for interview will be invited to look around the school and meet members of the team.

I look forward to receiving your application. The closing date for applications is noon on Monday 8th July 2024 with interviews taking place on Friday 12th July 2024.

Yours sincerely,

A handwritten signature in black ink that reads 'Clive Westall'.

Clive Westall
Headteacher

Pangbourne Drive Stanmore Middlesex HA7 4RE
Tel: 020 8958 9202 Fax: 020 8958 5728

Email: office@aylward.harrow.sch.uk www.aylwardschool.org.uk

Headteacher: Mr C Westall Business Manager: Mrs M Tam