



Pen-y-Cwm School

Strand Annealing Lane
Ebbw Vale
NP23 6AN

Tel: 01495 369535

e-mail: schooladmin@penycwm.com

Headteacher: Mrs D Herald BA'Ed (Hons), N.P.Q.H



POST: Administration Assistant

SALARY RANGE: Grade 3 NJC Pay Scale Pro Rata, Term - Time Only

HOURS: 8:00am – 4:00pm (Mon-Thur) 8:00am – 3:30pm (Fri)

START DATE: ASAP

Job Summary

Pen-y-Cwm School is seeking to appoint a knowledgeable and experienced administration assistant.

Our ideal candidate will have enthusiasm, excellent administration and communication skills, applying great attention to detail.

We are looking to appoint a capable and efficient administration assistant to be part of our wonderful staff team. The successful candidate will be responsible for being the first point of contact for visitors to the school. You will undertake general office duties including answering the telephones, and dealing sensitively with a wide range of issues and queries from learners, parents and outside agencies.

Advert

We are looking to employ an Administration Assistant with flexibility in approach, to meet the demands of a busy reception area at Pen-y-Cwm School.

In return the postholder will work with a supportive team, they will develop experience of all aspects of school life and have access to continuing professional development opportunities.

Pen Y Cwm School is committed to the safeguarding and wellbeing of our learners and we fully comply with safer recruitment practice. Pre-employment checks will be undertaken before any appointment is offered and all posts are subject to an enhanced clearance by the Disclosing and Barring Service.

Closing Date: Wednesday 15th January 2025 at 12:00pm

Shortlisting Date: Monday 20th January 2025

Interview Date: Friday 24th January 2025

*This organisation is committed to safeguarding and promoting the welfare of children and young people
(Article 23 of the UN Convention of the Rights of the Child)*

Privacy Notice

Data Protection law has changed, for more information and access to privacy notices outlining how the School handles your personal data, please go to the Data Protection section of the School's website