



Thames View  
Infants



<p>Bastable Avenue Barking IG11 0LG <b>Headteacher:</b> Paul Jordan</p> <p><a href="http://ThamesViewInfants.org">ThamesViewInfants.org</a> Part of the TVI Learning Trust</p> <p>Twitter <a href="https://twitter.com/TVInfants">@TVInfants</a></p>	<p style="text-align: center;"><b>Administrative Assistant</b></p> <p style="text-align: center;">8:30am-3:30pm (with 2x30min breaks) - 30 hours per week</p> <p style="text-align: center;">Fixed Term Contract Initially (until 31<sup>st</sup> December 2025)</p> <p style="text-align: center;">Salary: Scale 4 £20,258 - Term Time Only</p> <p style="text-align: center;">Closing date: 31st October 2024</p>
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**Are you a team player with an enthusiastic adaptable approach, proactive with a will do attitude, a good communicator committed to exceeding customer expectations and able to demonstrate where you have helped to deliver first class customer service?... Then we want to hear from you.**

Our amazing Office Team are the backbone of our School, attuned to its vision and ethos, at the centre of its smooth and effective running. Directors are looking for a talented Administrative Officer, with a strong “front of house” persona, offering a corporate or hotel receptionist-style service, undertaking essential and important administrative roles, in our vibrant, friendly and busy School Office.

#### **About You:**

TVI Learning is looking for a warm and welcoming person to join our happy and self-motivated team. You are dedicated to providing exceptional care while demonstrating great pride and attention to detail in your work. You love a vibrant and dynamic environment and being the key person who elevates visitors’ experiences and gets important jobs done. You put people at the heart of every decision you make. You have a distinctive, warm and ‘can do’ personality that makes all our customers feel at home.

#### **About the Role:**

The role is an integral part of the School Office Team. Acting as an ambassador for the “first and last” impression of the School, this high-profile position carries a unique responsibility to showcase our values and ethos. Part of your role will be to “join-up” information; triaging and co-ordinating Families, Visitors, Guests, School and other Professionals throughout the day. They will answer calls politely, quickly and efficiently in the School’s distinct house-style. They will meet and greet customers and professionals. They will always keep the reception area clean and tidy and provide valuable administrative support to the Office Team, undertaking important financial, organisational and administrative functions.

#### **The Person:**

Ability to communicate at all levels, including forming positive, nurturing relationships with children. An efficient and friendly manner with a polite telephone voice. Reliable and punctual. Good organisation, customer service & interpersonal skills. Previous proven reception and office experience. An ability to multi-task and receive feed-back in a busy work environment.

#### **Preferred Qualifications and skills:**

Previous experience as a receptionist in a hotel or corporate setting would be desirable. Candidates must have excellent personal presentation and interpersonal skills. Have strong organisation and time management skills with a high degree of flexibility. Must have a good level of written and spoken English, and a welcoming but assertive and confident manner. Good working knowledge of Microsoft Office is essential.

## Benefits as a Company:

We pride ourselves on our close-knit relationships, staff development and wellbeing. You will be supported by inspiring leadership with opportunities to learn new skills and personal development. Excellent training and development opportunities. An opportunity to work within an Outstanding Academy and a growing Multi Academy Trust. A diverse and vibrant demographic, with a team of aspiring professionals, representing a rich ethnic-blend. A career opportunity within an up and coming locality, with recent regeneration initiatives and good transport links to central London. This is a new role for us and we offer you a place where you can grow, develop personal excellence and continue nurturing your love for forward-facing customer engagement. This term-time only post benefits from a generous holiday provision, of approximately 13 weeks a year. If you are Front of House Receptionist who shares the same values and passions, come and join us.

Prior visits are most welcome and highly recommended. Our website contains good advice about applying for employment at TVI Learning. We strongly recommend that you read the **Being Successful in your Application** section on our website.

**Closing date: Noon 31st October 2024.**

**Please note: due to the expected high response to this vacancy, we reserve the right to close this campaign once we have a suitable pool of applicants, which could be prior to the published application closing date.**

**To apply:** please complete the (a) **Non-Teaching Application Form** and the (b) **Safer Recruitment Form** from <https://thamesviewinfants.org/about-us/about-tvi/vacancies/> at any time. Return both electronically to [Kelly.Ager@thamesviewinfants.org](mailto:Kelly.Ager@thamesviewinfants.org) (including "Admin Officer" in the subject line). CVs will not be considered. Only new applicants need apply. **We strongly recommend that all serious candidates make an appointment to visit the School in session prior to submitting their application form.**

*Thames View Infants was judged as "Outstanding" by Ofsted in June 2024 for the third successive time, and is also a National Support School/National leader in Education. Remaining committed to working within the local family of schools and locally agreed HR policies, Thames View Infants is part of the TVI Learning Multi Academy Trust. We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance.*

TVI Learning- a company limited by guarantee Registered in England: Company Number: 08163191  
Registered Office: c/o -Thames View Infants, Bastable Avenue, Barking, Essex IG11 0LG