



Oak Lodge School  
101 Nightingale Lane  
London SW12 8NA  
Tel : 020 8673 3453

**Casual Evening Reception / Telephone / Admin Assistant Scale 2 Spine 12 -13**

**Hours: 3:15pm finish will vary according to evening classes and lettings Term Time Only  
(39 weeks)**

**Salary: Actual salary Pro-rata of FTE salary £20,784 - £20,952**

We are a secondary school for pupils who are D/deaf or have hearing, speech, language or communication needs. Our pupils communicate using BSL, SSE and speech. We want to recruit an evening receptionist / telephonist / administration assistant to handle out of hours calls and visitors, as well as providing administration support.

We need someone who can:

- Greet guests and visitors and make them feel welcome in a positive and friendly manner.
- Monitor people attending evening classes and meetings
- Work on a switchboard co-ordinating calls and prioritising work.
- Use Word, Excel and PowerPoint to a good standard. SIMS knowledge would be useful.
- Perform clerical duties and office procedures.
- Promote a positive image of the School.

You will need to:

- be punctual, presentable and friendly;
- have excellent communication skills;
- have recent experience of using a telephone switchboard;
- be able to use outlook for sending and receiving email;
  
- Knowledge of British Sign Language a distinct advantage

**An information pack, including a Job Description and Person Specification can be downloaded from the school website, [www.oaklodge.wandsworth.sch.uk](http://www.oaklodge.wandsworth.sch.uk). or from <https://jobs.wandsworth.gov.uk> Alternatively please contact the school for any further details on the telephone number or email above.**

**Completed applications should be emailed to:**

**[recruitment@oaklodge.wandsworth.sch.uk](mailto:recruitment@oaklodge.wandsworth.sch.uk) or posted to the address above.**

**Closing date: Thursday 25<sup>th</sup> April 2019**

**Interviews: Week commencing 29<sup>th</sup> April 2019**

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS check. **CV's are not accepted.**