



Evelina Hospital School  
Evelina London Children's Hospital  
Level 3 (Beach)  
Westminster Bridge Road  
London  
SE1 7EH

Headteacher: Anne Hamilton

### **Administrative Officer and Receptionist Role**

**Salary** Hay 5 scp 6-13 (£23,850 - £27,024 pro-rata FTE) Inner London pay scale  
**Contract** Full-time / Permanent  
35 hours per week. Monday to Friday, Term Time Only

At Evelina Hospital School we educate children and young people who are patients of the Evelina London Children's Hospital. The school delivers daily education in a hospital setting to children and young people aged 2 to 19 years. We aim to provide an outstanding personalised education so that all pupils can achieve positive educational outcomes and feel valued, nurtured and respected during their time with us.

The Headteacher and Governing Body of Evelina Hospital School wish to appoint a motivated and organised experienced Administrative Officer and Receptionist to join our team who will ensure a welcoming atmosphere in reception and provide an excellent administrative service to the school. You will need to be proactive, enjoy interacting with parents, pupils, staff and visitors and want to thrive in a school environment. Previous school experience would be an advantage.

Candidates should be:

- An excellent communicator and have good interpersonal skills
- Proficient in the use of Microsoft office packages and Microsoft Teams.
- Able to work in a team with a good eye for detail.
- Able to prioritise and meet deadlines.
- Positive, efficient and flexible.

What we offer:

- Opportunity for progression.
- Outstanding CPD.
- Unique and rewarding work in an outstanding school.

Application pack available from school website [www.evelina.southwark.sch.uk](http://www.evelina.southwark.sch.uk) or via email to [hwilton@evelina.southwark.sch.uk](mailto:hwilton@evelina.southwark.sch.uk)

**Closing date:** 18<sup>th</sup> May 2021 (9:00am)

**Interviews:** 26<sup>th</sup> May 2021

**How to apply:**

Please download the application pack from the school website and complete the application form. Please ensure that your answers relate directly to the skills listed in person specification and please give examples. All applications must be submitted on the Southwark application form by the closing date and the school is not able to accept CVs for this job.

**We do not accept applications from agencies.**

**Completed application form should be sent by email to [hwalton@evelina.southwark.sch.uk](mailto:hwalton@evelina.southwark.sch.uk)**

Visits highly recommended please ring to arrange 020 7188 2267. Due to COVID, this is strictly by appointment only and you will be required to complete a short COVID risk assessment prior to your visit.

The Evelina Hospital School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**The successful applicant will be required to undertake an enhanced DBS check, pass a health check, proof to the right to work in the UK and have at least two supportive references, including one from the most recent employer.**

We are only able to respond to successful candidates. If you do not hear from us within two weeks after the closing date, please assume your application to be unsuccessful.

For information regarding how we process your data, please refer to our privacy notices.