

Grove House Children's Centre
77a North Road
Southall
Middlesex
UB1 2JG
Head of Centre: Himisha Patel
www.grovehousecc.com



Children's Centre Administrative Assistant

20 hours per week, all year round

Grade 4 Salary: £13,220 - £13,942 pa inclusive

Closing date: Friday 17th June 2022 @ 9am

Interview Date: Tuesday 21st June 2022

Start Date: July 2022

Grove House Children's Centre is the lead centre for the North Southall and Hanwell locality of centres. The governors are looking to appoint an enthusiastic and motivated children's centre administrative assistant. The role is varied and busy, and the ability to work professionally under pressure to meet deadlines and operate flexibly within the changing needs of the Centre is essential. Excellent communication skills are essential as is enthusiasm, commitment and a willingness to play an active role in the life of the Centre.

Main purpose of the post

- Under the instruction of senior staff, provide routine general, clerical, administrative and financial support to the Centre.
- To be responsible for promoting and safeguarding the welfare of children and young people within the Centre.

The Centre is open 48 weeks per year and this post is year round.

"...Partnership with parents and carers is outstanding...community cohesion in relation to the Centre community is excellent" Ofsted

For an application pack, please **visit our school website:**

<https://www.grovehousecc.com/news-1>

or contact the school office on 020 8571 0878. CVs will not be accepted.

If you would like to be part of this successful team, please return your completed application **by email** to admin@grovehousecc.com