

# The Charvil Piggott Primary School

Park Lane, Charvil, Reading, RG10 9TR  
Telephone 0118 932 0033 [charvil@piggottschool.org](mailto:charvil@piggottschool.org)  
Executive Headteacher Mr D J Gray MA, NPQH  
Headteacher Mrs C Waite BEd, NPQH



**School Secretary**  
**8.30am to 4.30pm, Monday – Friday**  
**(term time plus 5 INSET days and 2 weeks in school holidays)**

**Grade 5 (actual salary £22,700 – £24,718)**

At The Piggott School: Charvil Primary our vision is from the Parable of The Good Samaritan to 'Go and do likewise'. We form part of The Piggott School and are very proud of our single-form entry primary phase located in Charvil, between Sonning and Twyford.

We are seeking to appoint a motivated, enthusiastic, and resilient person to take on the role of School Secretary. Responsibilities will include providing efficient, effective, and confidential administrative services to the school, assisting with enquiries and maintaining a professional and welcoming Reception for visitors to the school.

**We are seeking someone who:**

- is friendly and approachable
- is a team player and has effective communication skills
- has a clear understanding of confidentiality
- models and promotes our Christian school vision and values

**We can offer:**

- a people first philosophy which promotes wellbeing and work-life balance
- an outward looking school with school improvement at the heart of everything we do
- a supportive team

For further information, please see the job description and person specification on our website.

To apply please complete a support staff application form which can be found on the website at [www.piggottschool.org](http://www.piggottschool.org) and e-mail to: [vacancies@piggottschool.org](mailto:vacancies@piggottschool.org)

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to Satisfactory Disclosure Clearance and a 'prohibition from teaching' check will be completed for all applicants. The school reserves the right to close this advertisement early in the event that sufficient applications have been received.*

**Closing date: 10am, Friday, 19 April 2024**  
**Applications will be considered on receipt**