

Receptionist

Scale 3 point 4-5

22.5 hours per week Monday to Friday 8.30am – 1.00pm 39 working weeks per year.

£18933 pro rate – actual salary £9826.28

Closing Date: 16th October 2020

Interviews: 21st October 2020

Starting Date: ASAP

We have a wonderful and exciting opportunity for an enthusiastic and efficient Receptionist to work in our busy school office.

This is an important position within the school and to be successful in this role you must be able to communicate effectively with pupils and adults, work under pressure and maintain positive relationships with all members of the school community.

The successful candidate must show excellent interpersonal skills and be able to demonstrate the ability to work in a busy office environment where high levels of accuracy and meeting deadlines is essential. Previous experience of working within a school and an understanding of Sims, including attendance would be beneficial but full training will be provided.