

CROFT CHURCH OF ENGLAND PRIMARY SCHOOL

SCHOOL RECEPTIONIST

Part time, permanent post, based at Croft Primary School, Brookes Avenue, Croft, LE9 4GJ

Required: As soon as possible

Salary: Grade 4: £4,274 - £4,317 p.a. (*actual salary with pay award pending*)

Hours: 10 hours per week, 39 weeks per year (term time plus one week) (*Mon – Fri 8.30 – 10.30am each day*)

Are you organised, able to multi-task with a can-do approach? Then this could be the role for you. Croft Primary School is seeking to appoint a calm, courteous and competent receptionist to work in the school front office. You will be the first point of contact for visitors and callers to the school, providing a welcoming and efficient service. The role will also require

you to undertake basic clerical duties in a professional manner to support the smooth running of the school office.

Why work for us?

- We offer the opportunity to be part of a cohesive, friendly and skilled team.
- We value all employees with the school and across the trust, alongside professional and supportive staff relationships;
- We focus on staff wellbeing, with access to wellbeing support services, a dedicated wellbeing website and employee discount scheme;
- We are part of the local government pension scheme;

Who are we looking for?

- An experienced, dedicated employee with excellent communication skills;
- A team player with the ability to work autonomously;
- A person with a commitment to partnership working within the school.

The school are part of Embrace Multi Academy Trust which formed in April 2019, and is a Church of England majority trust, built upon the importance of positive relationships amongst all involved. The trust schools retain their own autonomy, but the trust is always there to provide advice, guidance and support, hence our name. Our schools work well together and support one another in raising standards.

Closing date for applications: Tuesday 9 February 2022 at 9am.

Interviews to be held: Friday 11 February 2022.

References will be requested for all shortlisted applicants before interview.

Further details, job description and an application form are available from the school office. Informal enquiries can be made to Mrs Rachel Roberts on the school main telephone number. Applications will only be accepted on the form provided and CVs or other forms of application will not be considered.

The post is considered to be regulated activity and as such is subject to an Enhanced Disclosure and Barring check. Additionally, applicants are to be aware that an overseas criminal record check, or certificate of good behaviour, will be required before appointment, from candidates who have lived overseas for a period of 3 months or more (including aggregated time), aged 16+ in the previous 10 years.