

GLEBELANDS SCHOOL – CRANLEIGH

Part Time Receptionist

Glebelands School is a community secondary school for students between the ages of 11 and 16. We are part of Learning Partners Academy Trust and you will be joining us at an exciting stage in the school's development.

We are recruiting for a part-time Receptionist to join our successful school Thursdays and Fridays from 8.15am to 4.15pm. You will be working in either of our reception areas, either working in our Main Reception or in Student Services Reception including First Aid duties.

Working in our Main Reception you will be expected to provide a welcoming, friendly and helpful service to visitors of our school by managing the switchboard and reception area, ensuring incoming and outgoing communication is efficient and effective. In Student Services you will provide the first point of call for student enquiries and be the main point of first aid for students.

You will need experience of using Microsoft Word and Outlook, be willing to learn in-house databases and experience of working in a school environment is desirable but not essential. You will need to be an organised and efficient colleague with the skills to manage your own time, priorities and deadlines.

If you have a good sense of humour, great communication skills and enjoy being part of a team we would be pleased to hear from you.

Hours and Pay

Grade LP4 starting at £24872 (full time equivalent) for 38.4 weeks (term time plus two INSET days), actual salary for 14.5 hours, term time only £8484.49.

We can offer you:

- a friendly, professional and committed team with a strong ethos of working together for the good of our students
- an excellent staff benefits package
- Local Government Pension Scheme
- an experienced, supportive senior leadership team and trustees
- a rewarding role supporting the education of young people
- training and professional development as required

If you would like an informal discussion about the role, please call 01483 542400 to speak to the School Business Manager.

Interview date: to be confirmed - we will interview as applications are received so please submit an early application.

To apply: Please visit our website for [Staff Vacancies](#) or apply through searching on Eteach

Safeguarding Statement

Glebelands is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. All successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.

Diversity and Inclusion Statement

We want to attract the broadest range of talented people to be part of Learning Partners Academy Trust. We aspire to have a diverse and inclusive workforce and particularly welcome suitably qualified applicants from a wide range of backgrounds to join our trust.