



Queens Walk, South Ruislip, Middlesex HA4 0LS Tel: 020 8845 6266  
[www.queensmeadschool.org.uk](http://www.queensmeadschool.org.uk)

#### **RECEPTIONISTS**

**NJC Scale 3, Point 5 - £15,863 Actual Salary per annum**  
**Monday to Friday / 25 hours per week /**  
**38.2 weeks per year / Either a 7.45am start or a 4.30pm finish**

**Required as soon as possible**

**Closing date: Thursday 10<sup>th</sup> October 2024 (9am)**

This is an exciting opportunity to join Queensmead School. We have a reputation for teaching excellence, which leads to exceptional outcomes for our students at both GCSE and A level. We invest heavily in our staff and we are very proud of their success.

The successful candidates will be flexible, adaptable and have excellent IT skills. Working as part of the Administration Team, you will deliver high quality service and maintain customer care. You will need to be able to work on your own initiative and as part of a team, demonstrate practical knowledge and problem-solving skills and have excellent interpersonal and communication skills with students, parents, school staff and external bodies.

Experience of working in a school environment would be an advantage but not essential.

Hours of work are Monday to Friday, term time only plus one Inset day from 7.45am to 12.45pm or 11.30am to 4.30pm.

- A comprehensive induction programme will be provided
- CPD as required
- Free membership of the Fitness Zone at Queensmead Sports Centre
- Free BUPA Health Care Plan (Includes benefits worth approximately £2000)
- Ride to Work Scheme
- Free access to Goals Soccer Centre
- Refer a Friend Scheme

To find out more about our Benefits visit [here](#)

**Please apply using the Queensmead School application form. All application forms must be completed with a covering letter to Miss R Johnston, Head Teacher, and sent to: [recruitment@gmschool.org.uk](mailto:recruitment@gmschool.org.uk)**

Applications will be shortlisted and interviewed at the earliest opportunity. Early applications for this post are recommended. If you are shortlisted for an interview, online searches may be done as part of the school's due diligence checks.

**Queensmead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to references and an enhanced DBS check.**