



## School Receptionist

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**Hours: 3 Days a week (Wednesday and Thursday 8.00am – 4.30pm, Friday 8.00am – 2pm), term time only**

**Salary Range: S5 £12,904 - £14,361 actual (£25,777 - £28,686 FTE).**

*This role is 5 days per week and currently shared with another member of staff who currently works two days per week.*

### Required ASAP

Woking High School is a high achieving school with Academy status. We have an outstanding team of staff committed to developing our students as individuals. All students are challenged to achieve their best. The Ofsted inspection of December 2019, which judged the school to be good, noted that, 'Pupils say that the school feels like a family. The curriculum is ambitious and well designed, with strong academic and vocational elements'.

We are seeking a smart, professional Receptionist to work as a key member of our busy office team to provide a welcoming and friendly first point of contact for all visitors and callers to the school. Reception experience is not essential but the ideal candidate will have excellent communication and interpersonal skills and will need to be exceptionally organised to effectively manage our extremely busy reception area.

In return, Woking High School offers excellent benefits to staff including:

- 26 Days Holiday (rising to 30 days after 5 years).
- Local Government Pension Scheme.
- Continuous Professional Development.
- Cycle to Work Scheme.
- Healthcare Cash Back Plan.

Application packs can be downloaded from our website [www.wokinghigh.surrey.sch.uk](http://www.wokinghigh.surrey.sch.uk).

## Closing date for applications: 10am, Monday 9<sup>th</sup> December 2024

*Woking High 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 successful candidate will be required to undertake an enhanced DBS check.*

*Woking High School is committed to providing all staff with continued professional development to support and develop them in their careers.*

Woking High School is an exempt charity and Company Limited by guarantee. Registered in England with Company Number 8586085 and has a registered office - Morton Road, Horsell, Woking, Surrey, GU21 4TJ

