 **Keyworth Primary School**

**1 Receptionist**

|  |
| --- |
| **CLOSING DATE: 03/11/17 @ 10am / INTERVIEW WB: 06/11/17** |

**JOB TITLE:** 1 Receptionist

**JOB POSITION:** 36 hours per week term time only

**SALARY:** Hay Grade 3 (Scale 9-16) - Actual pro-ratad salary £16,397.47

**CONTRACT TERM:** Fixed term for 6 months

**DESCRIPTION:**

1. Providing reception and switchboard support to the school, including: Receiving, signing in and dealing with or directing pupils, parents and other school visitors as appropriate Operating the school’s main switchboard, transferring calls, or taking and delivering messages as appropriate.

2. Providing clerical support to the school’s administrative function, including: Ensuring that attendance registers are collated each morning and afternoon, for use by teaching staff Receiving and sorting incoming mail for delivery to appropriate staff Recording, stamping/franking and posting outgoing mail Occasional routine word processing, as and when required.

**Please see down load link to read full job description and person specification.**

**All candidates will be required to do assessment tasks at interview.**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

All posts are subject to pre-employment checks, two references will be sought and successful candidates will need to undertake an enhanced Disclosure and Barring Services check (DBS), evidence of eligibility to work in the UK and evidence of qualifications.

**All of the above checks must have been completed before the start of employment.**

The School is an equal opportunity employer and welcomes applications from all sections of the community regardless of race, gender, sexual orientation, religion, social status, or disability.

**Please send your completed application to:**

**Email:** **jobs@keyworth.southwark.sch.uk**

**Or**

**Keyworth Primary School**

**Faunce Street**

**London**

**SE17 3TR**

**TEL: 020 7735 1701**