School Receptionist

Salary WSCC Grade 3 paid pro-rata (actual salary £7,580 as of Apr22) Apr23 pay award pending

Required from October 2023

Contract Job share/ Part time/Term time only. INSET & additional days paid when required

Hours of work 16 hours 8.am- 4.15pm Thursday and Friday plus half hour handover.

At London Meed Primary School we are looking for a receptionist/office administrator to join our busy school office team. This is a busy and varied role, working with all members of our school community and external contractors/agencies. The role is working Thursday and Friday but as it is a job share, the successful candidate will be required to be flexible and cover absences where required.

The successful candidate will ideally have experience working in an office environment,

**We are looking for someone who:**

* Has excellent secretarial and organisational skills with the ability to prioritise their workload
* Enjoys working as part of a team, but also be able to work on their own initiative
* Is able to maintain confidentiality at all times
* Has experience of electronic communication systems and IT skills in a range of applications
* Works successfully with pupils, parents, governors and the community
* Has strong interpersonal skills

**In return we can offer:**

* Being part of our London Meed community with supportive staff, parents and governors
* A bright welcoming and well-maintained working environment
* Professional development throughout your time at London Meed
* West Sussex discounts on retail outlets/entertainment venues/travel.

Please do first look through our website to find out about our school: <https://www.londonmeedprimary.co.uk/website>

Please email completed application forms and to Susan Stalker at [sbm@londonmeedprimary.co.uk](mailto:sbm@londonmeedprimary.co.uk)

London Meed School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be appointed subject to satisfactory references, health checks and DBS clearance.

**Closing date: 12pm Monday 9th October 2023**

**Interviews: Thursday 12th October 2023**

We are seeking to appoint a highly motivated, positive and enthusiastic team player to join the staff in our busy and friendly school office, focusing on administration and finance duties.