



***We are a friendly, caring and inclusive community:***

*Proud of our creativity*

*Passionate about learning*

*Keen to inspire*

*Valuing ourselves and each other*

*Determined to be the best that we can be*

## **Part-Time Central Team Receptionist**

**Salary Grade:** Grade 4, point 4-5

**Salary (FTE):** £19,254-£19,650

**Actual Salary:** £10.98-£11.18 per hour

**Contract Type:** Permanent, part-time, term time only plus two INSET days in September

**Hours of Work:** The normal hours of work for this role will be 8.00am to 4.00pm, 2 days per week (one of these days must be a Wednesday, the other day can be agreed with the successful candidate) with 30 minutes unpaid lunch break.

**Responsible To:** Central Team Lead

**Closing Date:** Friday 8 September 2023 at 12 noon

**Interview Date:** To be confirmed for the week commencing 11<sup>th</sup> September

**Start:** ASAP following safer recruitment checks

We are looking to appoint a warm, friendly and approachable person to join our extremely busy admin team as a part-time School Receptionist. This post is a job share for two days per week.

As School Receptionist your responsibilities will include but are not limited to:

- Undertaking reception duties, answering routine telephone and face-to-face enquiries and welcoming and signing in visitors
- Providing routine clerical support e.g. photocopying, emailing, filing, postage, complete routine forms
- Using the school MIS for absence reporting
- Assisting with arrangements for visits by the school nurse and photographer etc.

The successful candidate will have:

- Numeracy and literacy GCSE's (or equivalent) at Grade 4 or above
- Excellent customer service skills and be happy to help others
- The ability to multi-task and work under pressure
- Confidence in the use of internet, email and database programs
- The ability to work well as team player as well as the ability to work on their own initiative
- Experience of working in a school or educational setting is desirable but not essential

***An application pack is available from our website, <https://www.johnmason.oxon.sch.uk/joining-us/vacancies/>, or from***

***Ms J Howse (01235 466054, [jane.howse@johnmason.oxon.sch.uk](mailto:jane.howse@johnmason.oxon.sch.uk)).***

***CVs alone are not acceptable.***

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.