



Vacancy for Part Time Receptionist

Salary: Grade 3 on the NJC salary scale, Point Range 11 to 13 (£7.88- £8.26 per hour)
Hours: 10 hours per week each, Mon- Fri, 8.15am until 10.15am

River Beach Primary School is seeking to appoint an enthusiastic and motivated individual to operate our newly built reception. This is a unique and exciting opportunity to join **River Beach Primary School**, a newly converted Academy School, and part of the Schoolsworks Multi Academy Trust. The school is lively and exciting, having had a good Ofsted (Oct 2012 – full report available on our website). This is a superb opportunity for an excellent and experienced front of house practitioner to deliver a friendly and efficient school reception service and support our busy school office.

The post will be on a permanent basis, working term time and INSET days only (39 weeks per year) and will be based in our new school reception. The successful candidate will be responsible for:-

- Providing a welcoming, friendly and efficient reception to pupils, parents and visitors to the school
- Delivering high quality customer service in dealing with all enquiries
- Undertake general administrative duties, including word processing, data entry, photocopying and faxing
- Checking daily post and e-mails, responding or forwarding to other members of staff as appropriate
- Undertake designated administrative tasks and be responsible for their successful implementation
- Maintaining a tidy, orderly and well organised office environment

Applicants must be PC literate with excellent office skills including Word and Outlook/Google and have the ability to work calmly under pressure in a very busy environment. The ability to multi task is essential in this role. Applicants with switchboard experience and a secretarial qualification would be a distinct advantage. Applicants who have knowledge of how schools operate would also be advantageous.

Further details and application form can be downloaded from this advert or available from: Mrs Kate Truss, School Business Manager, River Beach Primary School, York Road, Littlehampton, West Sussex, BN17 6EW. Tel: 01903 725500.

We are committed to safeguarding and protecting the welfare of our children and expect all staff and volunteers to share this commitment. We will ensure that our recruitment and selection practices reflect this commitment. All successful candidates will be subject to a Disclosure and Barring Service check along with other rigorous employment checks.

Closing Date:- 10am on Friday 9th January 2015
Interview Date:- Thursday 15th January 2015