



Receptionist Required

Includes Admin and Welfare duties

Tany's Dell Primary School
Harlow, CM20 2LS
(Part of Templefields Multi-Academy Trust)

Start Date 28 March 2022

Scale 5 (8-11)

32.5 hours per week / term time plus one week

(Core hours: Monday – Friday 8am – 3.30pm)

Actual salary £15,742 – £16,772 per annum depending on experience (paid monthly)

Have you got what it takes to work in a busy school reception?

We are looking for a well-organised person with excellent communication skills, a polite telephone manner and a caring, empathetic nature.

Our Receptionist will be able to:

- Provide an efficient and welcoming reception service for the school, acting as first point of contact for parents, pupils, staff and visitors.
- Provide an efficient administration service for all stakeholders, demonstrating attention to detail
- Provide first-aid / welfare to pupils

The successful candidate will be expected to:

- Be an excellent communicator, with a high level of written and spoken English
- Present themselves in a smart and professional manner
- Have a good working knowledge of the full Microsoft Office Suite and undertake training for use of other software required to fulfil reception/admin/finance duties
- Be able to prioritise effectively and efficiently
- Be pro-active, working independently without supervision as well as part of a team
- Hold a current Paediatric First Aid Certificate (or be willing to undertake the appropriate training)

For an application pack please visit the school website and download the forms <http://www.tanysdell.essex.sch.uk/vacancies> or telephone 01279 866230 and ask to speak to Mrs Martin, Office Manager.

Closing date for applications is 1pm on Tuesday 22 February 2022

Interviews will be held on Friday 25 February 2022