

ADVERTISEMENT

Receptionist – 15 hours per week (over 5 days)

Grade 4 (£18,564 – £18,750) pro rata

Actual Salary £6,412

Temporary position until 9th July in the first instance

Term Time (39 weeks per year)

We are looking to appoint a receptionist for the week commencing 22nd March 2021 (if possible) to join our administrative team.

The successful applicant will have previous experience working in a similar role. Candidates must have excellent communication skills, be charismatic and approachable. Experience of IT packages and a good knowledge of general IT is essential.

Main duties to include:

- Be the first point of contact for parents, visitors and contractors to the school, providing a welcoming and efficient service;*
- Undertake basic clerical duties in a professional manner to support the smooth running of the general office;*
- To undertake all duties of communication within school including telephone calls, emails and parent communication platforms;*
- To ensure documentation is filed and maintained in accordance with school policies and procedures;*
- To assist the Office Administrator and Senior Leadership Team with administration tasks as appropriate; and*
- To ensure the daily registers are completed and ordering of school dinners.*

Huncote Primary School

Denman Lane, Huncote, Leicester LE9 3BS

Website: www.huncoteprimary.org

Email: office@huncote.embracemat.org

Tel & Fax: 0116 2864105

Head teacher: Mrs Rachel Cumberlidge



At Huncote Primary School we believe in 'Learning for Life' by 'Aiming high in all we do'. We therefore aim to:

- Provide a vibrant, stimulating and caring environment;*
- Encourage our children to thrive academically, socially and emotionally;*
- Engage our children in a creative, inspiring and inclusive curriculum;*
- Motivate and inspire our children for a life-long love of learning;*
- Work together within our school community to prepare our children for the challenges of modern life; and*
- Provide and promote a safe philosophy for the whole school community.*

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same ethos. This post is subject to an enhanced DBS check.

To express an interest and receive an application form please contact the school office on the email address below:

office@huncote.embracemat.org

*Application form and a **covering letter** should be forwarded to the school office email by 12:00noon on Monday 8th February.*

We are hoping the interviews will take place between Tuesday 9th February and Friday 12th February and will be held virtually via Zoom. There will also be two administrative tasks to complete on Microsoft Word.