

ADVERTISEMENT

Receptionist / Apprentice

Part-time permanent Term Time Only

NJE Grade 2 £16303 per annum

Apprenticeship considered at Age Related Minimum Wage

Ash Lea School Governors are looking to recruit a dynamic and enthusiastic individual with a commitment to delivering a high standard of reception support in a caring environment, as part of a strong, busy and child focused team.

You will be responsible for promoting the reputation and ethos of the school at all times. The ability to work accurately under pressure and manage a varied workload is essential. The successful candidate must possess excellent communication and IT skills, a good working knowledge of the Microsoft Office suite including calendar functions is desirable. The role reports to the Business Manager and will include reception duties, diary management, home school communications, pupil transport, dinner monies, pupil attendance and some general administration tasks; full training will be given. You will need to be proactive and work on your own initiative whilst being part of a wider team.

Working hours are Monday to Friday 8.15am to 3.45pm with 36 minutes for lunch, totalling 34.5 hours per week term time only.

This authority and the school are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an enhanced criminal record check via the Disclosure & Barring Service.

For further details and application form please, either download from our website www.ashlea.notts.sch.uk or contact the school office on 0115 989 2744. Return completed application forms by email to Sadie.fletcher@ashlea.notts.sch.uk or post to the school address above.

Closing date for applications is Monday 5 June 2023 at 9am and interviews will take place week commencing 12 June 2023.

☎ 0115 9892744

✉ reception@ashlea.notts.sch.uk

🌐 www.ashlea.notts.sch.uk