**School Receptionist required**

Salary Grade 3 point 4 - Salary £18,065 to £18,426 pro rata

Contract Job Share/Part time 20 hrs (Tues – Thurs 12-4pm, Fri 8am - 4.30pm), permanent, term time only.

Location London Meed Primary School Chanctonbury Road Burgess

 Hill West Sussex RH15 9YQ

Website www.londonmeedprimary.co.uk

Email datamanager@londonmeedprimary.co.uk

Telephone 01444 232336

Required from ASAP

We are looking for a school receptionist and first aider to join our busy school office

The successful candidate will be:

• A highly motivated team player who can work under pressure

• Proficient with office IT skills.
• Able to build professional relationships with both adults and children.
• Flexible to deal with the demands of a busy school office.

**Purpose of the role**

Be the first point of contact for visitors in the office and provide clerical and administrative support for the school.

**Responsibilities**

1. To provide general clerical support, IT based tasks requiring knowledge of ICT packages and operation of office equipment.
2. Maintain manual and computerised records and management information systems

**This job will require you**

* to deal with enquiries, either by telephone or face to face and to sign in visitors
* to be first point of contact for sick pupils (first aid training will be provided) and liaise with parents as appropriate
* to assist with arrangements for school visits and events
* to undertake general and financial administration with regards to orders and collecting monies

You will have knowledge and skills appropriate to this clerical, administrative post. A previous role in a school would be desirable, but not essential.

Please note that references will be taken up at short listing, prior to interview.

Closing date Thursday 14th March 2019 Interviews 20th March 2019

This post is subject to a DBS check in line with the school’s policy towards safeguarding. We are committed to equal opportunities and welcome applications from majority or minority groups.