



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, 2.30pm until 4.30pm

River Beach Primary School is seeking to appoint an enthusiastic and motivated individual to operate our playground reception, covering the end of day period. This is a unique and exciting opportunity to join **River Beach Primary School**, a lively and exciting school that is part of the Schoolsworks Academy Trust. 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 playground 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, filing, photocopying and checking in deliveries
- 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 reception 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 valuable.

Further details and application form can be downloaded from the School Website: www.riverbeach.w-sussex.sch.uk or from the West Sussex Website: www.westsussex.gov.uk. Please send completed application and safer recruiting information sheet to sbm@riverbeach.w-sussex.sch.uk.

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 Tuesday 3rd November 2015
Interview Date:- Monday 9th November 2015