

RECEPTIONIST Part-time, Term Time Only

Required as soon as possible, Admin/Org Role B LGA Pay Scale 3 Point 5-6 £19,650-£20,043 pro rata. Actual pro rata starting salary £10,306 per annum. The hours of work are currently 22.5 per week 7.45am – 3.45pm **Wednesday, Thursday and Friday** during term time and you are paid for 44.85 weeks. With the possibility of the hours increasing in the near future.

We are looking for a calm, confident person to be our first point of contact for visitors to our school. As well as the usual Reception duties there are some additional administrative duties included in this post. The ideal candidate will have previous experience of working in a busy reception environment, a pleasant telephone manner, and be helpful and welcoming to all our visitors. Experience of working in a school environment and a working knowledge of SIMS would be a distinct advantage.

If you enjoy a challenge and are interested please download an application pack from our school's website <http://www.patchamhigh.brighton-hove.sch.uk/school-information-2/vacancies/> . Where possible, please email your completed application form to the Headteacher's PA, Elise Holmes eholmes@patchamhigh.org.uk

PLEASE NOTE: WE DO NOT ACCEPT APPLICATIONS BY CV

Patcham High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS Check.

We welcome applications from all parts of our community as we aspire to have a staff body that matches the social and cultural diversity of our student intake. We are open to flexible working.

We reserve the right to interview on application should a suitable candidate become available and we have the right to withdraw this advert prior to the closing date.

Brighton & Hove Schools – Taking Action for Equality

Closing date: Thursday 1st September at 1pm

Interviews: Soon after closing date