



**Receptionist
Grade 3 pts 4-6
Termtime only**

Pittville School is looking to appoint a receptionist on a Permanent basis. This is a Term-time only position although occasional inset days may be required.

The main duties include but are not limited to:

- Providing a warm welcome to all. Dealing with telephone and face to face enquiries in an efficient and professional manner.
- Ensuring that all messages are deal with in a timely and accurate fashion and, where relevant, relayed to colleagues promptly.
- Dealing with incoming and outgoing post.
- To maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures i.e. signing in, issuing of identification badges.
- To be responsible for ensuring that the sign in app is kept up to date and new staff are added and leavers removed.
- Providing information and support to other staff members as required.
- Ensure that all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures.

Please register your interest by emailing jobs@pittville.gloucs.sch.uk and an information pack will be sent to you.

Closing date: 11th January 2022

Interviews: to be confirmed

Pittville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service check at Enhanced Level will be required.