



Receptionist

Grade 3 Pt 4-6 (£21,189 - £21,968)

Permanent Term Time 8-4pm, 37 hours per week

Actual Salary £17,718 - £18,370

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 dealt with in a timely and accurate fashion and, where relevant, relayed to colleagues promptly.
- 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.
- 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 see job description for the full duties of the role.

If you are interested in applying please visit our website www.pittville.gloucs.sch.uk, to download an application form or email jobs@pittville.gloucs.sch.uk

Closing Date: 9am 15th November 2023

Interview Date 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.