

Receptionist

8.30am – 4.30pm, Friday only

40 weeks per year

Pay Scale S3 - £15,997 (FTE) £2,914 p.a. (pro-rata)

We are seeking to appoint an enthusiastic person to join the Reception team one day a week to act as first point of contact for the school.

The person appointed will focus on:

- Welcoming parents and visitors, responding to face to face and telephone enquiries in a professional and friendly manner, maintaining confidentiality at all times.
- Assisting students with timetable queries, lost property and administering first aid as required. Training will be given.
- Undertaking a variety of administrative tasks, including logging calls, maintaining phone lists, sorting and distributing mail and receiving and recording information in relation to trips, open days and other activities.

Please see the school website for an application form, complete and return to Fullbrook, together with a letter of application to vacancies@fullbrook.surrey.sch.uk