



KESTEVEN AND GRANTHAM GIRLS' SCHOOL

Judged as outstanding in all areas by OFSTED (September 2023)

Receptionist (part-time)

21 ¼ hours per week, 38 weeks (term time only)

8am – 12.15pm or 12pm – 4.15pm

Grade 3.6 to Grade 3.9 Pro -rata actual salary £11,569 - £12,125

We are seeking to appoint two part-time dynamic, well-organised, reliable and self-motivated receptionists to be the front facing people of our busy and high-achieving school. Working 21 ¼ hours each per week, Monday to Friday, during term time only. **Additional hours may be required on an ad hoc basis.**

You should be:

- Flexible in your approach to working in a busy environment.
- Organised and have a meticulous manner of work.
- Effective in your verbal, written and IT skills.
- Approachable, proactive and have a strong can-do attitude.
- Enthusiastic with excellent people skills and enjoy being an integral part of a strong team.

Main duties will include:

- Covering reception.
- Answering telephone calls and meeting/greeting visitors at reception.
- Assisting main office staff with administration duties.

Closing date for applications: 12 noon on Thursday 22nd May 2025

Interview Date: Friday 6th June 2025

Please note that KGGS reserves the right to interview and make an appointment prior to the closing date.

A Support Staff Application Form and further information can be downloaded from our school website. Please return application forms with a covering letter (no more than 2 sides of A4) to:

Elizabeth Davis, PA to the Headteacher
KGGS, Sandon Road, Grantham, Lincolnshire NG31 9AU
Telephone: 01476 563017 Ext 172
E-mail: staffedavis@kggs.org
Website: www.kggs.org

This school is committed to safeguarding and promoting the welfare of children consequently an enhanced Disclosure and Barring Service Check (DBS) and online checks will be required.

All applicants are invited to complete the Diversity and Equal Opportunity Monitoring Form, which should be returned to staffedavis@kggs.org

Inspire, Challenge, Achieve