




# OFFICE RECEPTIONIST

*Join us and make a difference*

 Closing date 10th May 2024

 New Wave Federation

FOR AN APPLICATION PACK PLEASE CONTACT:  
ALIA CHOUDHRY:

 020 7254 1415

 [achoudhry@newwavefederation.co.uk](mailto:achoudhry@newwavefederation.co.uk)

We are seeking to appoint a courteous and well organised school receptionist to greet visitors to our school and to support with general school administration and finance. We are looking for a receptionist to complement our exceptional team who can show:

- commitment & dedication;
- excellent organisational skills;
- clear communication skills and the ability to multitask effectively.

In return, New Wave Schools can offer:

- support with mental health and wellbeing;
- inclusive school communities;
- high quality professional development.