

**Receptionist and Administrator**

**Salary: Scale 6 (£35,517-£36,582 pro rata)**

**Employer: Meridian Primary School**

**Location: Greenwich**

**Contract Type: Full Time**

**Contract Term: Fixed Term Maternity Leave cover**

**Closing Date: 12 Noon on Monday 23<sup>rd</sup> February**

**35 hours per week (8.30am-4.30pm), 39 weeks a year (term time only)**

This is a great opportunity to be part of a vibrant and inclusive school within the heart of Greenwich. We are looking for an enthusiastic, efficient and friendly professional to join our team as soon as possible. In this key role, you will be the first point of contact for parents and visitors and will provide valuable admin support to enable the smooth running of everyday school life.

**You will be -**

- An excellent communicator who is able to relate well to both children and adults alike.
- Efficient, well-organised; able to prioritise and use your initiative.
- Skilled in IT and confident in using management information systems.
- Caring, with a sense of humour.
- Committed to collaborative working and ongoing professional development.

Visits to the school are welcomed. To arrange a visit please telephone Lorraine Walcott, School Business Manager: 020 8858 3572.

The Royal Borough of Greenwich values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.

Please download the application pack from this page. For more information about our school, please visit our website: [www.meridian.greenwich.sch.uk](http://www.meridian.greenwich.sch.uk).

**Closing date and shortlisting: Monday 23<sup>rd</sup> Feb at 12 noon**

**We will aim to interview in the same week. Interviews Thursday 26<sup>th</sup> February**

Meridian is committed to safeguarding and promoting the welfare of children. Any offer to the successful candidate will be conditional upon an Enhanced Disclosure being obtained via the Disclosure and Barring Service.