**FINHAM PRIMARY SCHOOL**

**School Receptionist including library assistant**

**Grade 2 £23,656- £24,404 (Actual Salary £10,770 - £11,153)**

Term Time Only

20 hours per week:

Mondays – Friday - 8.30am-12.30pm

We are seeking to appoint a friendly, welcoming, full time Receptionist who is capable of working both independently and as part of a team in our friendly, dynamic and successful school.

As the ‘face’ of the school the receptionist should be personable, helpful and able to represent the school in a professional manner. In addition, it is essential that the person for this position is organised, has a ‘can do’ approach to work, with the ability to work flexibly across the different roles.

The post requires a good educational background and good IT skills would be an asset alongside a methodical attitude to tackling tasks and meeting deadlines. Also experience in reception duties, would be preferable.

We are part of Finham Park Multi-Academy Trust and as such are committed to designing a 0-19 co-constructed curriculum and working across the child’s whole educational journey.

The application form, job description and person specification is all available online and on our website at [www.finhamprimary.co.uk](http://www.finhamprimary.co.uk).

**How to Apply**

Applications are submitted through our Every Candidate Portal. Click the link below to take you directly to the site.

<https://candidates.every.education/Vacancies/Details?advertKey=4df14321-263a-44bc-8014-b16606f78e10>

Alternatively, you can click on the ‘application form’ on our careers website which will direct you to the application page.

To request any of the documents in an accessible format, or to request an application form via email please contact [apply@finhampark.co.uk](mailto:apply@finhampark.co.uk) or call 02477 180000 and select option 2 for HR.

If you are a new user to our portal, you can click on ‘Register’ to complete your candidate profile. If you want to apply directly for this role and not save your data for any future vacancies, you can click on the ‘Apply Now’ button at the bottom of the Every page.

For further information on this role and other opportunities within the MAT, please visit <https://careers.fpmat.co.uk>

**Closing date: Thursday 13th March @ 00.00**

**Interview date: Wednesday 26th March 2025 – 9am**

***Finham Park MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  We follow safer recruitment practices and appointments will be subject to an enhanced DBS check.***

***Finham Park Multi Academy Trust requires all applicants to be eligible to work in the UK with no restrictions as we are unable to offer sponsorship/work visas. You will be required to provide proof of Right to Work at interview stage and if you are offered a job position with us.***

***Online Checks***

***In line with KCSIE (Keeping children Safe in Education) 2024 we will complete online searches as part of our due diligence on all shortlisted candidates. If anything is identified as part of these checks they will be discussed with you at interview. If any safeguarding concerns are identified we reserve the right to withdraw your application.***