Receptionist

**Hours:** 36 – Monday - Friday

**Work Pattern:** term time + 5 inset days – 39 weeks

**Salary, (actual):** £20,367 - £20,689

**Grade:** 2, SCP 3-4

**Contract**: Fixed Term – End Date 23rd July 2025

This is an exciting opportunity to work at Iver Village Infant Academy, a warm and vibrant multi-cultural junior school based in Iver. Our well-behaved children are eager and keen to learn and grow. Our school is part of The Park Federation Academy Trust, and our partnership means that there are opportunities for professional development that will further your own skills, knowledge and expertise.

We are seeking to appoint a receptionist; the role will be the first point of contact when entering the school, and will provide administrative support across the school.

**We are looking to appoint an enthusiastic individual who:**

* can provide administration support to staff, pupils and parents;
* has an excellent telephone manner and is able to deal sensitively with a range of parents and pupil’s needs;
* has excellent IT and interpersonal skills;
* is able to maintain confidentiality;
* ideally has previous school office experience
* Is efficient and is able to work on their own initiative and under pressure.

**For the right candidate, we will offer**

* extensive support and CPD;
* the opportunity to work with other professional colleagues across the Multi-Academy Trust;
* a welcoming school, with friendly, enthusiastic and supportive staff team;
* an ambitious and dynamic Senior leadership Team;
* a dedicated Governing Body;
* supportive parents and children who are keen to learn;
* an employee assistance programme (EAP).

We warmly welcome candidates coming to visit the school prior to application; please contact the school to arrange a visit. Please complete an application form for this vacancy. We do not accept CV’s.

**Closing date**: As and when we receive successful applications.

**The school is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS Check with a check of the DBS Barred List.**