🌟 Join Our Team at The Colleton Primary School! 🌟

**Salary:** £25,584 FTE (£20,909 pro rata)

**Location:** Twyford

**Contract Type:** Fixed Term for one year -Term time only + inset days

**Start Date: As soon as possible**

**Work Pattern:** Monday to Friday – 8.00am – 3.30pm – 30 minutes unpaid lunch break

**COME AND JOIN OUR TEAM AT THE COLLETON**

The Colleton Primary School is looking for a friendly, organised and reliable receptionist to join our busy school office team.

This is a varied administrative role involving front-of-house reception duties, managing communications via phone, email, and post, maintaining the school diary, and providing day-to-day administrative and financial support as directed.

The successful candidate will be the first point of contact for families, visitors, and external agencies, playing a vital role in representing the school and ensuring smooth day-to-day communication. They will work closely with staff across the school to support efficient office operations and help maintain a welcoming and organised school environment.

Application forms are available from the school website. Applicants must be over 18 years of age. Should you require further details please contact the school office.

The Colleton Primary School is committed to equality and diversity and to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. As a school we strive to be diverse and inclusive and as such would particularly welcome applicants who identify as Black, Asian or from a minority ethnic background, who are currently under-represented within our staff.

An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation.

School Application forms only – CVs are not accepted for any position within the school.