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**THE EAGLEWOOD SCHOOL**

Culver Road, New Milton, Hants. BH25 6SY

Tel: 01425 460994

www.eaglewoodschool.co.uk

Alternative Provision Free School

**RECEPTIONIST/ATTENDANCE SUPPORT**

**Full Time, Term Time including Inset Days**

**Start Date: as soon as possible**

We are looking to recruit an experienced Receptionist/Attendance Support Person to work alongside our Senior Receptionist/Administrator. Eaglewood is an Alternative Provision School in New Milton, on the outskirts of the New Forest. We provide education to students from Year 6 to 11 who struggle in mainstream school; with a view to reintegration back to mainstream after successful intervention.

This is a busy and rewarding role. You will be flexible in your approach and able to manage frequent interruptions whilst staying calm under pressure. The ability to communicate with a wide variety of colleagues; and multi-task, is essential. We are looking for a hardworking and conscientious individual who is happy to work in an environment where student behaviour is sometimes challenging.

Knowledge of Arbor is highly desirable; an excellent telephone manner and switchboard experience; knowledge of Word, Excel and Outlook essential. A happy disposition is paramount when welcoming visitors to the School. In addition, attention to detail and willingness to assist with ad-hoc office duties as they arise is a key element of this position.

Salary Band C depending on experience.

Application form and job description can be downloaded from our website [www.eaglewood.hants.sch.uk](http://www.eaglewood.hants.sch.uk) or alternatively can be obtained from Mrs S Gray, PA to the Headteacher; email: s.gray@eaglewoodschool.co.uk.

Closing date: 29th June 2022

Interviews: 1st July 2022

The Eaglewood School follows best practice in recruiting staff in relation to safeguarding and is an equal opportunities employer.