



FINHAM PARK
MULTI ACADEMY TRUST

FINHAM PRIMARY SCHOOL

School Receptionist including library assistant

Grade 2 – £22,737 - £23,114 (Actual Salary: £10,391 - £10,563)
Term Time Only
20 hours per week:

Mondays – 8.30am-12.30pm
Tuesdays-12pm-3.30pm
Wednesdays-12pm-4.30pm
Thursdays-12pm-3.30pm
Fridays-12pm-4.30pm

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.

Closing date: Monday 7th October 2024 – 00.00
Interview date: 16th October 2024 – 9am

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=0121dddf-12a3-4f9c-b813-1ea5c616d575>

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





FINHAM PARK
MULTI ACADEMY TRUST

To request any of the documents in an accessible format, or to request an application form via email please contact 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>

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.

