



Together, We Learn and Grow in God's Love

Sacred Heart
Catholic Primary School
A Voluntary Academy

Headteacher: Mr J Masley

Eden Way, Leeds, LS4 2TF | 0113 3206290 | www.sacredheartleeds.org.uk | office@sacredheartleeds.org.uk

School Receptionist required immediately

Salary	A1-A3 £18,328 - £18,933 pro-rata (£8,313 - £8,642 actual salary)
Hours	12.00pm - 4.00pm, Monday to Friday, term-time only
Contract Type	Temporary 12-month contract
Closes	Monday 1 st November 9am

We are looking to appoint an afternoon Receptionist to work in our school office, and to join our caring and dedicated staff team.

Your role will be to work alongside our School Business Manager and morning Receptionist, to cover a busy school office and be the first point of contact for parents and carers. You will work 5 days a week, Monday to Friday from 12.00pm to 4.00pm, term-time only (i.e. 38 weeks a year). Initially, this will be a temporary, 12-month contract.

You will have the resilience, skills and flexibility to work in a very busy environment. You will answer the main school switchboard, deal with visitors and parents/carers, liaise with external agencies and school staff, and monitor the office e-mail. You will have well-developed organisational and communication skills. You will have competent IT skills, with a basic knowledge of Microsoft Office and preferably some knowledge of school systems and procedures. You will have an important part to play in each child's journey through our school.

You will support our ethos and values, which are to offer a distinctive and outstanding Catholic education to a diverse pupil population.

Sacred Heart Catholic Primary School is part of the St Gregory the Gregory Catholic Academy Trust, a group of high performing Catholic schools across the city of Leeds. We offer you the opportunity to be part of a hard-working and committed staff team, well-behaved children who are eager to learn, a commitment to your professional development, and the support of the Academy Trust and Governing Body.

Visits to the school are welcome on 11 or 18 October. Contact the school office on 0113 3206290 to arrange. Please read the notes to applicants and return a completed application and supplementary documents by email directly to our business manager, David Hubbard, at d.hubbard@sacredheartleeds.org.uk.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service (DBS) check. We promote diversity and want a workforce which reflects the population of Leeds.

Closing date: Monday 1st November 9am

Shortlisting: Monday 1st November

Interviews: Friday 5th November



Sacred Heart Catholic Primary School, a Voluntary Academy is part of St Gregory the Great Catholic Academy Trust

St Gregory the Great Catholic Academy Trust

is a charity and a company limited by guarantee, registered in England and Wales

Company number: 10785982

Registered office: Holy Rosary and St Anne's Catholic Primary School, Leopold Street, Leeds, LS7 4AW