

## SCHOOL RECEPTIONIST

**Bucks Salary: Range 2 Actual salary: £22,296 - £24,623**

**Hours/weeks: 37 hours per week, 40 weeks  
(Term time + INSET days + 1 week during holidays)**

**Permanent position  
Required as soon as possible**

### Overview

We are looking for a friendly and organised School Receptionist to join our highly motivated and supportive admin team on a permanent basis in this term time plus one week role.

### About us

We are a coeducational primary special school for children who learn within the National Curriculum expectations at a MLd needs relevant level, and who experience difficulties arising from communication and interaction. The vast majority of our pupils also have a diagnosis of ASD. The school's expansion allows us to build on our success.

### About the role

In this role you will be the first point of contact for parents, staff, and visitors, while also providing vital administrative support to help the school run smoothly. You will be working as part of the office admin team.

Please see the attached **Job Description** for more information.

### About you

We are looking for an individual who has excellent communication and interpersonal skills together with:

- Friendly, adaptable and have a warm and welcoming professional manner
- Able to work independently and as part of a team
- Organised, methodical and accurate and the ability to prioritise their own workload
- Flexible and able to work under pressure whilst remaining calm
- Excellent literacy, numeracy and IT skills
- Able to maintain confidentiality and exercise tact as needed whilst remaining professional at all times

### Other information

If you would like to find out more about our school or arrange a visit, please contact the school office by telephone **01628 533125** or email **recruitment@westfield.bucks.sch.uk**.

An application pack is attached. You can also obtain one using the contact details above or by visiting our website **www.westfieldschoolbucks.org**. Completed applications should be emailed to **recruitment@westfield.bucks.sch.uk**. Only applications submitted on the current Buckinghamshire Council application form will be considered. Please note we do not accept CV's.

**Closing date:** Sunday 5<sup>th</sup> October

**Interview date:** To be confirmed

**Applications will be considered on receipt and we encourage you to submit your application as soon as possible. We reserve the right to interview candidates and withdraw the post if an appointment is made.**

***Westfield School is committed to safeguarding and promoting the welfare of children. All appointments are made subject to satisfactory enhanced DBS, Teaching Regulation Agency, childcare disqualification, qualification and reference checks.***

***As part of the shortlisting process, we will carry out an online search as part of our due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview.***

*This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:*

- *All unspent convictions and conditional cautions*
- *All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).*

*For further information on filtering please refer to [Nacro guidance](#), the [Disclosure and Barring Service \(DBS\) guidance](#) or [Ministry of Justice \(MOJ\) guidance](#) (see, in particular, the section titled 'Exceptions Order').*

*It is an offence to apply for the role if you are barred from engaging in a regulated activity relevant to children. All shortlisted applicants will be required to complete a self-disclosure form and return it prior to the interview.*