

JOB VACANCIES

Receptionist

Salary:	Grade 3, Scale points 2-6, £27,306 - £28,977 (April 2023 rates – Salary Subject to Pro-Rata)
Working Weeks:	Term Time Only – 39 weeks a year
Hours:	25 hours per week, 9:00am – 2:00pm Monday to Friday

The Federation of Kintore Way Nursery School and The Grove Nursery School are looking to recruit Receptionist to work in our Nursery School. This position is predominately based at Kintore Way, however you also may be required to work across the Federation as necessary. The Governors and Executive Headteacher are seeking to appoint an experienced and highly skilled Receptionist/Clerical Assistant who can pay attention to detail whilst working in a busy office environment.

The successful candidates will:

- Be excellent communicators with a proven track record in front line customer care.
- Be able to demonstrate good inter-personal skills at all levels and be confident working with pupil data bases and other software packages.
- Have the ability to work effectively as part of a team
- Have knowledge of Safeguarding
- Be able to pay attention to detail whilst working in a busy office environment
- Have knowledge of school systems

In return, we can offer:

- A supportive working environment
- The opportunity to be part of an experienced, hardworking and aspirational team

If you require some advice on how to complete the application form, please do not hesitate to contact a member of the Senior Leadership Team.

Please contact Joy Ross, Federation School Business Manager for a discussion about the roles or to arrange a visit. For an application pack, please download it from our website www.kintoreway.com or email recruitment@kintoreway.southwark.sch.uk. **Please note: CV's will not be accepted.**

Completed applications and recruitment monitoring forms should also be emailed to recruitment@kintoreway.southwark.sch.uk by the closing date and time or can be handed to the Office. If you do not hear from us within two days of the closing date, please assume you have not been shortlisted.

Closing date: 9am Wednesday 17th April 2024

Interviews: Week Commencing Monday 22nd April 2024

The Federation of Kintore Way Nursery School & Children's Centre and The Grove Nursery School is committed to safeguarding and promoting the welfare of children and young people. We conduct value based interviews. The successful candidate must demonstrate that they are fully committed to our safeguarding policies and procedures. All school posts are subject to Pre-employment checks and references will be sought and successful candidates will need to undertake an enhanced DBS check. We welcome applications from all sections of the community, regardless of age, gender, race, religion, disability, sexual orientation, gender reassignment, pregnancy, maternity or marital or civil partnership status.