



Keyworth Primary School

Keyworth Primary School, Faunce Street, London SE17 3TR
Phone: 020 7735 1701 / Email: jobs@keyworth.southwark.sch.uk



We are a large community two form entry school with a nursery. We currently have 340 pupils on roll. Our children are enthusiastic and motivated learners that care for each other and are proud of their school. We are focused on creating an exceptional learning environment for our children. Applicants must be enthusiastic, knowledgeable and be committed to working as part of an energetic and friendly staff team.

Receptionist

Dates:	Apply by 12pm on Friday 25 th September 2020
Location:	Kennington
Contract term:	Fixed term 3 months
Salary:	Grade 3 (36 hours per week + 1 week)
Interviews:	Week beginning 28 th September 2020
To start:	ASAP

Some of your responsibilities as a Receptionist will include:

- Providing reception and switchboard support to the school, including: Receiving, signing in and dealing with or directing pupils, parents and other school visitors as appropriate Operating the school's main switchboard, transferring calls, or taking and delivering messages as appropriate.
- Providing clerical support to the school's administrative function, including: Ensuring that attendance registers are collated each morning and afternoon, for use by teaching staff Receiving and sorting incoming mail for delivery to appropriate staff Recording, stamping/franking and posting outgoing mail Occasional routine word processing, as and when required.

We can offer you:

- A welcoming, friendly and supportive staff.
- Well behaved children who love inspirational teaching.
- Exceptional levels of teamwork.
- Good opportunities for on-going professional development.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post holder may be required to work outside of normal school hours on occasion, with due notice. All posts are subject to pre-employment checks, two references will be sought and successful candidates will need to undertake an enhanced Disclosure and Barring Services check (DBS), evidence of eligibility to work in the UK and evidence of qualifications.

All of the above checks must have been completed before the start of employment.

The School is an equal opportunity employer and welcomes applications from all sections of the community regardless of race, gender, sexual orientation, religion, social status, or disability.

We strongly encourage visits to our school. If you would like to arrange a visit, please contact the school office.

Please send your completed application forms to: jobs@keyworth.southwark.sch.uk

CV's will not be considered