

Bearwood Primary & Nursery School

Advert for a School Receptionist

Closing Date:	27 th September 2021 (Midnight)
Interview Date:	To Be Confirmed
Job Start Date:	ASAP
Contract/Hours:	Permanent
Salary Type:	NJC SCP 4 (£10,020 approx actual wage)
Hours of Work:	Part Time – 23 Hours per week (Over 5 days)
Location of Role:	Bearwood Primary & Nursery School
Contact e-mail address:	p.leddin@bearwood.poole.sch.uk
Website:	https://www.bearwood.poole.sch.uk/

Job/Person Summary

Receptionist - School Office – Part Time

Bearwood Primary & Nursery School is a successful and ambitious school, with a firm commitment to continue to improve and develop every day. We are seeking to appoint an exceptional school receptionist with aspiration and ambition who will deliver support to the School Business Manager and the rest of the office team. You will have a positive attitude of self improvement and a commitment to working alongside colleagues to share best practice, learn, reflect and improve. We are looking for a professional with a commitment to improve the life chances of our children. Does this sound like you?

Our successful candidate will be:

- Passionate about making the school office the heart of the school through efficiency and friendly, professional work practice
- A reflective practitioner who is always open to new initiatives
- A team player who is highly motivated and enthusiastic
- Prepared to take an active part in the wider life of the school, willing to add something extra to the school community by sharing their talents
- Able to demonstrate knowledge of our school in their application and indicate how they believe they could contribute to developing our community and the opportunities for our children
- Someone who lives life with a smile

In return we offer:

- Happy, enthusiastic children
- A dedicated and mutually supportive staff team
- Supportive leadership, parents and governors
- Opportunities to network with partnership school colleagues
- High quality opportunities for continued professional development
- A learning community where you are encouraged to innovate, think for yourself, try new ideas and take on responsibility

Application Procedure

If you have something to offer the children and staff at Bearwood, are ready for a new challenge and available straight away, then we would love to hear from you!

Visits to our school are highly recommended and warmly welcomed. Please contact the School Business Manager, Peter Leddin on: 01202 590703, to arrange an appointment for a visit.

An application pack is available electronically via our School Business Manager: p.leddin@bearwood.poole.sch.uk ; or in hard copy from the school office.

Completed applications should be emailed to the email address provided above or sent by post clearly marked for the attention of the School Business Manager to: Bearwood Primary & Nursery School, Barons Road, Bearwood, Bournemouth, BH11 9UN

Bearwood Primary & Nursery School and Hamwic Education Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks. We value the diversity of our workforce and welcome applications from all sections of the community. Bearwood Primary & Nursery is committed to equal opportunities.

Should you not be invited for interview please assume your application has not been shortlisted. We try to let people know if this is the case, however sometimes this is not possible due to our workload.