



School Receptionist - 8am to 1pm, Monday to Friday, term time only

Range C (£17,419 – £18,070, pro rata) - Fixed term contract to July 2018.

Newton Leys Primary School opened in September 2016. We are a local authority school in the heart of the Newton Leys development, on the outskirts of Milton Keynes. We are growing quickly; currently with 200 pupils on roll we will, within the next 3 years, increase to 680.

Due to growth in pupil numbers, we are now looking for a School Receptionist, to join our team as soon as possible. Currently, this is a part-time position. Working hours across the Admin team are likely to increase as the school grows.

With happy, polite pupils, superb facilities and a friendly and welcoming staff team where everyone's contribution is valued, Newton Leys Primary School is a special place to work. Being part of the development of a brand new school is a superb opportunity to apply your skills and experience to designing systems and processes to provide the best possible support to our pupils and parents. We pride ourselves on the welcome that visitors receive on arriving at our school, and are looking to recruit someone who will continue to provide this excellent customer service.

Candidates must be able to demonstrate

- An excellent command of written and spoken english, and a polite and helpful telephone manner
- A proven ability to multi-task and prioritise
- An understanding and appreciation of the School working environment, and a willingness to put pupils first
- Confidence in using Office software packages (Word, Excel)

Previous administrative experience in a School is desirable, although not essential, for this role.

For more information, and an application form please visit our website www.newtonleysprimary.org or email your details to recruitment@newtonleysprimary.org.

Prospective candidates are asked to note that the working pattern detailed above is not flexible.

Closing date: 27 October 2017 Interviews: week commencing 6 November

Newton Leys Primary School is committed to safeguarding the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Appointment is subject to enhanced Disclosure and Barring Service (DBS) check for regulated activity (if the candidate has lived in the UK) and/or criminal/police checks for all other countries inhabited (irrespective of whether they worked in those countries).