



Dear Applicant,

Thank you for the interest you have shown in our School Receptionist (Business Support Level 1) vacancy and for requesting this application pack.

The role we are looking to recruit for will be busy and varied. As well as being the first point of contact for parents and visitors, the School Receptionist will provide administrative support across the school. The ideal person for this role will not necessarily have School experience, but will be a skilled Administrator, be confident with multi-tasking, and be able to demonstrate a commitment to delivering excellent customer service.

Working in a school (particularly in a new school) does require a high level of flexibility in our approach to our work. Our first priority will always be our pupils. Prospective candidates will need to demonstrate an understanding of this, and the impact that it may have on their role on a day-to-day basis.

Newton Leys Primary School & Nursery is a special place to work, and for the right person, there are excellent opportunities for professional development, and increased working hours, as the school grows.

You will find enclosed the job description and person specification for this position, as well as an application form, and guidance on how to apply for a job with a Milton Keynes School. All applications must be submitted using the application form enclosed. If you wish to apply, please ensure this is completed and returned to me before the closing date of 27 October 2017.

You can return your application via email to [office@newtonleysprimary.org](mailto:office@newtonleysprimary.org), or by post to Newton Leys Primary School, San Andres Drive, Newton Leys, Milton Keynes, MK3 5GG, marked for the attention of the Business Manager.

Should you have any questions about this position, or the application process, please contact us via email [recruitment@newtonleysprimary.org](mailto:recruitment@newtonleysprimary.org) or phone 01908 630253.

Thank you again for your interest in Newton Leys Primary School & Nursery.

We look forward to hearing from you,

*Verity Rhodes*

Verity Rhodes  
Business Manager  
Newton Leys Primary School

*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).*