

Part time Receptionist, 3 days per week (Monday-Wednesday)

Location - Near West Byfleet, Surrey (excellent transport links)

Contract type – 22.5 hours per week, term-time plus one (40 weeks)

Hours – 8am-4pm, Monday-Wednesday

Contract term - Permanent

Salary - Payscale GS3, FTE £19,868 - £20,839 (pro rata £11,051-£11,592)

We are seeking to appoint an enthusiastic receptionist to join our highly dedicated reception team. You will be part of an amazing department with a deep commitment to student welfare and learning.

As a receptionist you will welcome parents and visitors, responding to face to face and telephone enquiries in a professional and friendly manner, maintaining confidentiality at all times. The role includes a variety of administrative tasks, including logging calls, maintaining phone lists and receiving and recording information. Assisting students with lost property and administering first aid as required. Training will be given.

Fullbrook is a successful and highly popular mixed 11-18 Academy classified as 'Good' by Ofsted in March 2022. We have a centralised behaviour system allowing teachers to focus on the thing they love; teaching our aspirational students. Our culture is friendly and supportive with a strong commitment to staff wellbeing and development. We have an active social calendar, including end of year trips, staff sporting fixtures and access to a free gym onsite.

As a leading member of the Learning Partners Academy Trust, we work closely with our partner schools to offer unrivalled and fully tailored CPD and excellent opportunities for career development. Membership of the Trust also offers a unique opportunity to share expertise and resources on a broader scale.

If you want to join a team that care deeply about the outcomes of all of their students, please apply using the details below or get in touch to find out more.

Closing date for applications is Monday 27 March at 9am
Interviews to follow

Contact: Helen Parsonage, HR Officer

Email: parsonageh@fullbrook.surrey.sch.uk

Website: www.fullbrook.surrey.sch.uk

Fullbrook is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share and demonstrate this commitment.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. All successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.

🏠 Selsdon Road | New Haw | Surrey KT15 3HW 📞 01932 349301

🌐 www.fullbrook.surrey.sch.uk ✉ info@fullbrook.surrey.sch.uk

Executive Principal Mr A McKenzie BA[Hons] Head of School Miss A Wallis BMus[Hons]