



# Evercreech

CofE Primary School

## School Receptionist

**13 hours per week to be worked from 8.30 to 3.45 on Thursday & Friday**

**Salary range: Grade 15 £12.45 - £12.64 per hour**

**Employer pension contribution 24.4%**

**Salary is paid on a pro-rata basis, term time only**

We are seeking to appoint a Receptionist who will be the welcoming face and first point of contact for Evercreech C of E Primary School.

Applicants should be a good team player with strong organisational skills and possess a high standard of IT literacy.

Previous experience of working within a school would be an advantage but not essential as training will be provided.

Areas of responsibility include reception duties, providing the first line of contact between the school and the community and clerical duties.

The ideal candidate will be friendly, flexible, well organised and possess the ability to communicate with tact and diplomacy, enjoying the challenge of working in a busy school office. Integrity and confidentiality are essential. This is a varied role requiring initiative and enthusiasm.

Visits to the school or any queries regarding the role are warmly welcomed,  
please telephone to make an appointment.

### How to Apply:

Please apply in writing by completing the application form. This can be found at:  
<https://www.prestonprimaryacademytrust.co.uk/>

### Application Deadline: 24<sup>th</sup> February 2025

Completed applications and a covering letter should be submitted to  
[ppat@ppat365.org](mailto:ppat@ppat365.org) or posted to the school.

Please submit your application as soon as possible as we may close this advert early  
for the right candidate.

***Evercreech C of E Primary School is proud to be part of PPAT Education.  
PPAT is committed to equal opportunities and safer recruitment practice, pre-employment checks including criminal background check via the disclosure procedure will be undertaken before any post is confirmed.***

