

FARLEIGH

SCHOOL

Receptionist

Farleigh School are looking to appoint a Receptionist to provide a front of house point of contact for pupils, parents and visitors. The Receptionist will field telephone enquiries and calls and provide general secretarial assistance. The hours of work will be from 9.00 am until 5.30 pm Monday to Friday, with some Saturday mornings during term time.

Responsibilities include:

- Meet and greet all visitors in a professional and friendly manner
- Dealing with telephone calls, emails and mail
- Send out urgent text messages to parents via the Clarion Call system
- Printing and photocopying as requested

Experience needed:

- Strong verbal, written and interpersonal skills
- Excellent attention to detail
- Previous experience within a school is desirable but not essential

For further information and an application pack please contact Human Resources at Farleigh School on 01264 712863 or email hr@farleighschool.com

We reserve the right to appoint at any point during the recruitment process.

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant(s) must be willing to undergo appropriate Child Protection Screening, including references from past employers and an enhanced DBS disclosure.