

**Lanesfield Primary School
Newman Avenue, Lanesfield, Wolverhampton WV4 6BZ**

Receptionist

£19,264 - £20,043 (pro rata)
20 Hours Per Week, Term Time Only
Permanent

Job Ref: LAN264

The Headteacher and Governors wish to appoint an enthusiastic and committed Receptionist, who will serve as a point of contact for all visitors to school and assist with administration tasks, working closely with the office team.

You will have experience in a similar post, preferably in a school setting, and have a professional attitude to work life. Experience with Arbor is an advantage. Qualifications needed include a minimum of Maths and English GCSE grade C+ or equivalent.

Lanesfield Primary is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service check.

**CLOSING DATE WEDNESDAY 10 AUGUST, 2022 AT 12PM
INTERVIEWS TO BE CONFIRMED**

To apply, visit www.wolverhampton.gov.uk/jobs and e-mail completed application forms to Lanesfieldprimaryschool@wolverhampton.gov.uk
Website: <http://www.lanesfieldprimary.co.uk/>