



WOLLASTON SCHOOL

Wollaston School is a large, popular, rural community school located in a village setting about 15 minutes drive from Northampton. The student intake draws on nearby villages and the towns of Earls Barton, Wellingborough, and Irchester. We have over 1400 students on roll with approximately 240 students in the Sixth Form. The school is over-subscribed. Wollaston School was rated 'Good' by Ofsted in April 2017.



Afternoon Receptionist

Support Staff Pay Grade D, points 3-4

(Actual Salary: £8,375pa - £8,542pa)

20 hours per week, 39 weeks per year (38 weeks term-time plus 5 training days)

Mon-Thurs: 12.25pm – 4:30pm, Fri: 12.25pm – 4:00pm

We are delighted to offer this opportunity within our dedicated support staff team here at Wollaston School. This exciting role will require the successful candidate to be a smart and professional individual who will join our frontline administration team, being responsible for the manning of the school's main reception and switchboard each afternoon.

Acting as the front-line contact for all enquiries and visitors to our school, this post requires a first class communication style as well as sound customer service skills. Together with demonstrably good word processing, organisational and administration skills, you should have the ability to work on your own initiative and to remain calm and effective under pressure.

We offer a comprehensive employee benefits package including support of the Local Government Pension Scheme, Cycle to Work Scheme, Discounted Onsite Gym Membership & Onsite Parking. Wollaston School is a fantastic place to work and study.

Closing Date: 5.00pm Monday 20th April 2020

Interviews will take place: Week beginning Monday 27th April 2020

Please contact Mrs Louisa Nixon, HR & Operations Manager, for further details on 01933 663501 or nixonl@wollaston-school.net. Application packs can be downloaded via our website <http://www.wollastonschool.com/about/vacancies/>.

Wollaston School is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff to share this commitment. This post is subject to an enhanced DBS check.

