



Keyworth Primary School

Part of The Gem Federation

Tel: 020 7735 1701

E-Mail: jobs@keyworth.southwark.sch.uk



We are a community two-form entry school with a nursery. We currently have 358 pupils on roll. Our children are enthusiastic and motivated learners that care for each other and are proud of their school. We are focused on creating an exceptional learning environment for our children. Applicants must be enthusiastic, knowledgeable and be committed to working as part of an energetic and friendly staff team.

| Receptionist | |
|-----------------------|--|
| Dates: | Apply by Wednesday 25 th May 2022, 9:00am |
| Location: | Kennington |
| Contract term: | Permanent |
| Salary: | Grade 3 SCP 2-6 |
| Interviews: | TBC |
| To start: | September 2022 |

Principle Accountabilities

To act as Receptionist/Clerk in the school office, by providing support for a range of office functions

Providing reception and switchboard support to the school, including:

- Receiving, signing in and dealing with or directing pupils, parents and other school visitors as appropriate
- Operating the school's main switchboard, transferring calls, or taking and delivering messages as appropriate.

Providing clerical support to the school's administrative function, including:

- Ensuring that attendance registers are collated each morning and afternoon, for use by teaching staff
- Receiving and sorting incoming mail for delivery to appropriate staff
- Recording, stamping/franking and posting outgoing mail
- Occasional routine word processing, as and when required.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All posts are subject to pre-employment checks, two references will be sought and successful candidates will need to undertake an enhanced Disclosure and Barring Services check (DBS), evidence of eligibility to work in the UK and evidence of qualifications.

All of the above checks must have been completed before the start of employment.

The School is an equal opportunity employer and welcomes applications from all sections of the community regardless of race, gender, sexual orientation, religion, social status, or disability.

If you would like to know more please come and visit us.

Please send your completed application to:

Kelsey James – Deputy Business Manager

Email: jobs@keyworth.southwark.sch.uk

Or

Keyworth Primary School

Faunce Street

SE17 3TR