

Job Title: Receptionist

School Name: Westhoughton High School

Working Pattern: Term time only

Working Hours: 37 hours per week

Salary: Grade C, SCP 4-6 (£24,404 to £25,183 FTE, pro rata £20,405 to £21,057)

Start Date: As soon as possible

Contract Type: Permanent

Closing Date: Monday 31st March at 12pm

Interview Date: To be confirmed

We are looking to appoint an enthusiastic, reliable and organised Receptionist to join our Office Team. We would love to strengthen our highly effective Team with someone who has the ability to be flexible within a fast paced environment, with excellent interpersonal skills and the ability to adapt to new systems and processes. Our school is a great place to work. We have high expectations of our staff but they are strongly supported; we place a large emphasis on CPD and also staff wellbeing.

We expect to appoint someone who can:

- Show commitment to working as part of an established team with excellent interpersonal skills
- Interact positively with our parents/carers, students, staff and visitors to the school as you will be the first point of contact when visitors arrive into school
- Manage their workload in a busy reception environment
- Offer a diverse range of skills and talents
- Demonstrate a firm commitment to supporting and developing every child
- Show a record of successfully working with young people
- Build on our whole staff commitment to supporting the learning of our young people
- Be motivated, supportive and can invest in our shared, whole school values and future aspirations.

In return we offer:

- A committed, supportive and enthusiastic staff
- Students who expect and deserve the best from us all
- A commitment to professional development opportunities for all staff
- A focus on supporting and providing wellbeing opportunities for all staff
- A school that has a clear sense of purpose, corporate vision and a clear commitment to moving forward.

This is an exciting opportunity to become part of a highly motivated, supportive and driven Team. If you have the commitment and desire to be part of the Team at Westhoughton High School, we want to hear from you.

For further details of the role and how we use your data, please see:

Job Application Pack

Application Form

Completed applications should be returned to the school office:

WHSOffice@westhoughton-high.org

Westhoughton High School is committed to safer recruitment practice, and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and a barred list check. Westhoughton High School is committed to safeguarding and promoting the welfare of children and young people and it expects all staff and volunteers to share this commitment.