

SCHOOL OFFICE RECEPTIONIST

Hours: 8:00am to 4:00pm Monday to Friday
Full Time Permanent
Salary Band B (£22,737 to £23,500 pro rata)

Required to work within a busy and friendly school office providing an efficient and courteous reception service and general administrative and clerical support.

The successful candidate should have excellent communication skills, be numerate and ICT proficient. Experience in the use of SIMS or similar School Information Management systems would be an advantage.

Heart of England School is committed to safeguarding and promoting the welfare of children and expects all its staff and volunteers to share this commitment. This post requires an enhanced DBS check.

The process of application is as follows:

- Completed application form

Applications to:
Mr Gethyn Bennett, Acting Principal
Heart of England School
Gipsy Lane
Balsall Common
Coventry CV7 7FW

Email: office@heart-england.co.uk
Tel: 01676 535222