



BISHOP WORDSWORTH'S SCHOOL

Exeter Street, Salisbury, SP1 2ED

Tel: 01722 333851

Headmaster: Dr S D Smallwood, BSc (Hons) PhD NPQH



Receptionist

Required from 19 April 2021

35 hrs a week / 39 weeks a year

Monday - Friday 09:00 – 16:30

BWS Support Staff pay scale Grade E Points 18 – 19 (£19,283 - £20,003 FTE)

Actual pay (£15,483 - £16,061)

Closing date: 05 March 2021

We are looking to appoint an enthusiastic Receptionist; this is a central role in the School where you will be at the heart of the BWS School community and the first point of contact dealing with all visitors, pupils and staff in our large and friendly secondary school.

The successful candidate should be energetic, enthusiastic, willing to learn new skills, self-motivated, exceptionally well organised and a good team worker. This is a varied role where no two days are the same, it is essential therefore that the successful candidate must be able to work under pressure, have a high level of personal drive, energy and resilience together with relevant experience.

You will also be expected to be one of the school's first aiders of which relevant training will be provided.

You will possess good literacy and numeracy skills. The ability to work effectively with students and their parents/carers is essential as well as excellent IT skills. Experience of using SIMS is desirable, however full training will be provided.

We will offer you:

- Term time working
- St Johns First Aid Training
- A friendly and supportive team
- Local Government Pension Scheme
- Cycle to work scheme
- Access to onsite sport facilities and gym
- Local Government Pension Scheme

For further details and an application form please visit the school website http://www.bws-school.org.uk/The_School/Vacancies/. If you wish to have the opportunity of an informal discussion prior to submitting an application form, please contact Mrs Annie Lloyd-Gilmour (HR Manager) alg@bishopwordsworths.org.uk. Applications are accepted by post and email.

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful applicants will be subject to an enhanced Disclosure and Barring Service check as well as other relevant re-employment checks including satisfactory references and medical clearance.