



FINHAM PARK
MULTI ACADEMY TRUST

FINHAM PRIMARY SCHOOL
School Receptionist including library & Lunchtime duties
Grade 2 £20,441 - £21,189FTE (Actual £13,253 - £13,738)
Term Time Only
28.5 hours per week
Mornings & lunchtime – Monday to Friday plus 3 afternoons per week

We are seeking to appoint a friendly, welcoming, full time Receptionist who is capable of working both independently and as part of a team in our friendly, dynamic and successful school.

As the 'face' of the school the receptionist should be personable, helpful and able to represent the school in a professional manner. In addition, it is essential that the person for this position is organised, has a 'can do' approach to work, with the ability to work flexibly across the different roles.

The post requires a good educational background and good IT skills would be an asset alongside a methodical attitude to tackling tasks and meeting deadlines. Also experience in reception duties, would be preferable.

We are part of Finham Park Multi-Academy Trust and as such are committed to designing a 0-19 co-constructed curriculum and working across the child's whole educational journey.

The application form, job description and person specification is all available online and on our website at www.finhamprimary.co.uk or alternatively please contact the school office by email admin@finhamprimary.co.uk or telephone 024 7641 5425.

Completed application forms should be returned to apply@finhampark.co.uk or by post to:

HR Department
Finham Park Multi Academy Trust
Green Lane
Coventry
CV3 6EA

Closing date: Monday 5th December 9am
Interview date: Tuesday 13th December 2022

Finham Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

