

Chertsey Nursery School



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VACANCY

Receptionist

We are looking for a professional and welcoming receptionist to look after our children, staff and visitors upon arrival and departure. The role also includes dealing with answering email and telephone queries and providing pupil attendance and administration support. You will need excellent communication and administration skills, and experience of working in a busy office environment.

In return we can offer –

- Term time only working
- Wellbeing support and a comprehensive Employee Assistant Programme
- A thorough training programme and excellent professional development opportunities
- Opportunity to work in a rewarding environment where all staff are proud to work

The position is for every Monday, 8.30am - 3.30pm term time only.

Surrey pay scale S3 - £23,576 FTE pro rata.

Closing date: Friday 17th May 2024

Interviews to be held during week beginning: Monday 20th May

Start date: as soon as possible

For further details, information and application form visit our website
www.chertsey.surrey.sch.uk/job-vacancies or contact Anita Cheeseman
head@chertsey.surrey.sch.uk

Chertsey Nursery School is committed to safeguarding and promoting the welfare of children, young people families and carers and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an enhanced check by the Disclosure and Baring Service and online checks are completed at shortlisting