

JOB VACANCY

SCHOOL SECRETARY - FULL TIME - PERMANENT - 52 WEEKS



Appleford School is seeking a dedicated and professional Receptionist to provide a welcoming and efficient reception service to pupils, parents, visitors and staff. As the first point of contact for the school, the successful candidate will play a key role in creating a positive first impression and ensuring the smooth day-to-day running of the reception area and school administration.

Key Responsibilities:

- Act as first point of contact for visitors, parents, pupils and external agencies.
- Welcome visitors to the school in a professional and friendly manner.
- Ensure all safeguarding and visitor procedures are followed.
- Operate the school's main telephone system, taking and relaying messages promptly and accurately.
- Manage incoming and outgoing post, deliveries and couriers.
- Maintain the reception area to a high standard at all times.

The Ideal Candidate Will:

- Previous experience in a reception, customer service or administrative role.
- Excellent verbal and written communication skills.
- Strong organisation and time-management skills.
- Competent in Microsoft Office Applications.
- Ability to work accurately and efficiently under pressure.

We Offer:

- A welcoming and supportive school community.
- Opportunities for professional development.
- The chance to make a meaningful difference in children's lives.
- Meals whilst on duty.

Safeguarding Statement:

Appleford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to enhanced DBS checks and satisfactory references.

How to Apply:

Please contact Karen for an informal chat or application pack:
Tel: 01980 621020 or Email: headspa@appleford.wilts.sch.uk