

## **Receptionist**

**Required: ASAP**

**18 hours per week**

**Term time (38.4 weeks per year) + 2 non-pupil days**

**Tuesday, Wednesday, Thursday – 7.30am – 1.30pm**

**Scale 3 point 5**

**Actual Salary £10,467.05**

We are looking to appoint a receptionist to be the first point of contact for both telephone and face to face enquiries and take messages where appropriate. There will also be a requirement to assist the School Nurse with First Aid on occasion, and provide basic administrative support on an ad hoc basis.

**We reserve the right to close this vacancy early upon appointment of a successful applicant.**

**Application forms are available via [TES.com](http://TES.com) or [essexschoolsjobs.co.uk](http://essexschoolsjobs.co.uk)**

**St Martin's School is an academy that forms part of the Discovery Educational Trust.**

**The Local Schools Committee will ensure that all staff, job applicants, and students seeking admission to the school do not suffer direct or indirect discrimination on the grounds of sex, race, age, disability, sexual orientation, marital status, religion or belief, and are not disadvantaged by any other condition or requirement which cannot be shown to be justifiable.**

**Interviews:** Arranged on receipt of successful applications

*St Martin's School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This post will be subject to an enhanced disclosure from the Disclosure and Barring Service.*