

Bridport Primary School

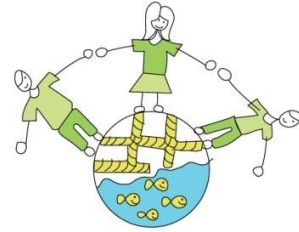
St. Andrews Road, Bridport, Dorset DT6 3BJ

Tel: 01308 422846 · Fax: 01308 458710

E-mail: office@bridport.dorset.sch.uk

Website: www.bridport.dorset.sch.uk

Headteacher: **Mrs Helen Farmer**



'Believing in a world of possibilities'

RECEPTIONIST – Grade 3 (SCP8-12)

7.25 hours a week, term time only

Salary £15,246-£16,123 (pro rata)

We are looking for an enthusiastic, flexible and cheerful person to provide a receptionist and clerical service within our busy school office. The successful candidate will need to be calm, well organised and have good communication skills to build good relationships with children, staff and parents.

The successful candidate will be required to work on Wednesdays from 8.15am until 4.30 pm with an hours lunch break.

We are looking for someone with:

- ◆ 5 GCSE's at grade C or above including English and Maths
- ◆ Previous clerical experience
- ◆ Keyboard skills
- ◆ A good telephone manner
- ◆ The ability to work effectively as part of the school team

The application pack can be downloaded from either the school website:

<http://bridport.dorset.sch.uk/noticeboard/jobs.php>

or you can apply online at:

www.dorsetforyou.com/jobs

CLOSING DATE FOR APPLICATIONS: Friday 26 October 2018

Interviews will be held week beginning Monday 5 November 2018



Bridport Primary School is part of The Minerva Learning Trust (Dorset)
The Minerva Learning Trust (Dorset) is a charitable company
limited by guarantee and registered in England and Wales with Company Number 8561222
The Registered office is at: The Minerva Learning Trust, The Ridgeway, Bridport, Dorset DT6 3DT