



## Receptionist

**Park Community School, Middle Park Way, Havant, PO9 4BU**

Fixed Term Contract to 31 March 2022 initially

Salary scale B – Pro rata Salary £9,655.20 per annum (£18,562 Full Time Equivalent)

22 ½ hours per week, Term Time Only

Monday to Friday, 10am to 3pm

Start date – as soon as possible on or after 4<sup>th</sup> January 2022

We are looking for a Receptionist to work primarily in the Dickinson Centre, managing community bookings, welcoming visitors to the Munch Pantry, answering the phone and providing general administrative support.

We are looking for someone with a proactive, enthusiastic, and professional approach. Administrative experience, good customer service and keyboard skills are essential, as well as attention to detail, written and verbal communication and a high level of computer literacy. You will need to be proficient in using Microsoft packages including Word, Excel and Outlook.

The school is supportive of career development opportunities, including external study or apprenticeship routes.

To download a Support Staff Application Form, please visit

[www.pcs.hants.sch.uk/employment.php](http://www.pcs.hants.sch.uk/employment.php) or email [recruitment@pcs.hants.sch.uk](mailto:recruitment@pcs.hants.sch.uk).

**Applications will be reviewed as they are received.**

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure & Barring Services (DBS) checks along with other relevant employment checks.

In promoting equal opportunities, the School welcomes applications from all sections of the community.