



School Receptionist

Contract type: **Permanent**

Hours: **3 days Monday, Tuesday and Wednesday 8am - 4pm term time only**

22.5 hours / week (30 minute lunch break unpaid)

Scale: Grade 5, Scale 5 - 7 (£21,575 - £22,369), £11,000 - £11,405 pro rata, pay award pending

Commences: **January 2024**

We are seeking to appoint a School Receptionist. The successful candidate will have excellent IT skills, a calm and caring manner, and is able to work as part of a team. The post would suit someone who is highly organised and is able to communicate effectively with young people. In return, the post holder will benefit from the full support of a highly effective and talented administration team and will have the privilege of supporting fantastic students. For further information see the job description.

Langtree is a heavily oversubscribed 11-16 school with Leading Edge status. We are located in the South Oxfordshire countryside, in an area of outstanding natural beauty, between Oxford and Reading. Academic results are outstanding in geography and across the school. Ofsted state that behaviour within the school is outstanding.

The Langtree School Academy Trust Limited is committed to safeguarding children and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure and Barring Service (DBS) check along with other relevant employment checks. CVs will not be accepted in place of an application form. Details of this post are available from the school website at www.langtreeschool.com/vacancies or please contact the Headteacher's PA at mtaylorlane@langtreeschool.com / 01491 220153. If you would like to visit Langtree School please contact the Headteacher's PA.

Applications can only be accepted on a fully completed Langtree School application form.

**All applications will be considered on receipt.
Closing date 24th November 2023**

Langtree School reserves the right to withdraw this advert at any time