**Receptionist - Required as soon as possible.

Grade:**2A SCP 17-19 (£18,672 - £19,446 - 36 hours) (£8,777 - £9,141 - 20 hours, term-time only) *pay award pending*
**Working Hours:**20 Hours per Week -Term Time Only
**Contract Type:**12 months

The Governors of Broughton Jewish Cassel Fox Primary School are looking to appoint a highly skilled individual to the position of Receptionist. This is an exciting opportunity to join our vibrant, rapidly improving school on its journey to outstanding.

The successful applicant will be able to demonstrate a strong work ethic and will have a flexible approach to the tasks they undertake. The position will be ideally suited to someone with previous experience of working in a busy reception area. Acting as the first point of contact for the school it is important that you are able to remain calm under pressure and maintain the ability to portray a positive image of the school at all times. The ability to work well both independently as well as part of a team is important. The post holder will provide general admin support to ensure the efficient and effective operation of the school.

Broughton Jewish Cassel Fox is an Orthodox Jewish School serving the Salford community. The school is an Equal Opportunities Employer and invites applications from all denominations.

Situated close to Manchester City Centre the school benefits from easy access across the region by car, train and bus and is located just a five-minute drive from Junction 17 off the M60.

If you feel you have the skills required we look forward to hearing from you. If you would like to find out more about the position please contact Mrs Helen Cusick, the Business Manager. Helen.cusick@salford.gov.uk

**We are looking for someone who:**

* has previous reception experience;
* has experience of working in a school office or similar environment;
* has the ability to ensuring all visitors are met, and dealt with, in an efficient, friendly and professional manner at all times;
* has the ability to work under pressure managing competing priorities;
* is committed to upholding the Jewish ethos of this wonderful school.

**Broughton Jewish Cassel Fox Primary School offers:**

* A welcoming and caring environment for all
* Support to achieve high standards;
* A family and community atmosphere with well-behaved children and friendly, dedicated staff.

Broughton Jewish Cassel Fox Primary School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check and the provision of positive references.

Our core data protection obligations and commitments are set out in the council’s primary Recruitment and Employment Privacy Notice which can be found at <https://www.salford.gov.uk/gdpr>

**Completed application forms to be returned to Helen Cusick** Helen.cusick@salford.gov.uk **by Tuesday 30th April 2019 12.00pm (noon)**

**Interview Date:** Thursday 2nd May 2019
**Start Date:** As soon as possible