Teacher 2

Description

The role of School receptionist is essential to the smooth running of the school. Working as part of a team, under the direction of the Personal Assistant to Heads of School, the Receptionist will provide professional administrative support and an efficient front-line service for the reception area.

You will work with a range of key internal and external stakeholders, including parents and Local Authorities, to ensure that our learners receive the best education possible.

Skills required

Communication and interpersonal skills: Often being the first person of contact, the Receptionist will need to possess excellent people skills. The image of the school relies heavily on the ability of the Receptionist to communicate effectively and sympathetically with a wide variety of people including parents, staff and supporters
Time-management: Excellent time-management and organisational skills to be able to deal with a multitude of tasks and a range of priorities, often demonstrating the skills to have to reprioritise as urgent tasks emerge
Computer skills: Strong IT skills, proficient in the use of most Microsoft Office applications including Outlook, Word and Excel. A working knowledge of PowerPoint and Publisher would also be helpful
Problem solving: The Receptionist will need to be practical, resilient and able to use their initiative

Hiring organization
Snowflake School

Job Location
Tram House School, SW17 0NY, 520 Garratt Lane, London

Base Salary
£ 20,500 - £ 24,830

Working Hours
Monday to Friday 8.30am to 5.00pm

Employment Type
Full-time

Date posted
1 May 2024

Closing Date
Friday, 10th May 2024

Interview Date
w/c 13th May 2024

How to apply
To apply for this role please email a completed application form, disclosure form and monitoring form to

office@snowflakeschool.org.uk
10-14 Crown Street, London W3 8SB