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| **Latchmere School**  Latchmere Road, Kingston upon Thames, KT2 5TT.  Tel: 020 8546 7181  [www.latchmereschool.org](http://www.latchmereschool.org)    **School Receptionist**  **Required March 2025**  **Part time 15 hours per week / term time only 39 weeks per year**  **Monday to Friday 08:00 – 11:00 am**  **Starting Salary: £10,300 per annum (pro-rata to £28,777 Grade D scale point 5)**  Our office team responds to the needs of a wide range of internal and external customers, we pride ourselves on the excellence of our service, and are looking for an experienced, enthusiastic and flexible person to join us as our morning Receptionist.  As a member of our team, you will support the variety of general customer service functions and reception duties including answering the phone and greeting visitors to the school. You need to be a cheerful and organised self-starter, who enjoys working under pressure and as part of a team. You will have excellent interpersonal skills and a strong customer focus.  For further details please look at the documentation on Eteach, or visit our website where you can download the job description and an application form  Enhanced DBS clearance is required.  Latchmere Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.  Closing date: Tuesday 4 February 2025  Interview date: w/c Monday 10 February 2025 |