School Receptionist

Required - ASAP

Salary - £16,000 to £18,000 depending on experience

Hours – 35 hours per week

Term time only + 5 days during the summer holidays

Kisharon School is a special school with recent Free School status for pupils aged 4-19 years with a wide range of complex needs and disabilities. We are planning a move in September 2020 to a brand new site with specialist facilities.

An exciting opportunity has arisen for an organised and highly motivated School Receptionist to join Kisharon School’s administrative team.

With a genuine passion for special needs, and a commitment to our School’s ethos, you will have an integral role in the life of the school.

For an application pack please visit our website [www.kisharonschool.org.uk](http://www.kisharonschool.org.uk) or contact the school directly. If you have any questions, or wish to make an appointment to visit the school, please contact the office on 020 8455 7483.

Closing date: Monday 15 April 2019

Interview date: Week commencing Monday 29 April 2019

KISHARON IS COMMITTED TO SAFEGUARDING THE WELFARE OF CHILDREN AND VULNERABLE ADULTS AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT.

It is a requirement of employment that an enhanced level Disclosure and Barring Service (DBS) check is obtained for this post with barring checks where appropriate.