**Front Office Receptionist**

**Permanent Variable Contract 28-35 hours per week**

**£12.64 to £13.05 per hour**

Required as soon as possible

We are looking for a welcoming and positive individual with excellent communication and administration skills who enjoys working with young people and their families.

This important post requires initiative, flexibility, patience and the ability to work under pressure. You will work in a fast paced environment as part of a talented and friendly team who are all committed to their part in Fairfield’s continuing success. Ideally, we are looking for someone who can start at 8.00am and finish at 4.30pm, although not necessarily all on the same day.

Please visit our website [www.fairfield.hereford.sch.uk](http://www.fairfield.hereford.sch.uk/) to find out more about our outstanding school and to download an application pack.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.

Closing date for applications noon Monday 18th November 2024.

Interviews to take place Thursday 21st November 2024.