**Forres Sandle Manor**

Fordingbridge, Hampshire, SP6 1DS

**Receptionist**

**(Part Time, permanent, term-time plus)**

For September 2023 (or soon thereafter), Forres Sandle Manor seeks to appoint a suitably experienced part-time Receptionist to join our friendly team.

The role objective is to deliver a positive and distinctive customer experience and provide a welcoming and professional image of the school to every pupil, parent or visitor. The role is customer facing and will provide ‘first impressions’; therefore, it is critical for the reception team to be focused on customer service at all times. The reception staff also contribute to administrative support to the whole school, including attendance registers.

You will be joining the school at a pivotal time in its history, following our recent announcement to expand to support pupils up to the age of 16, which will soon see a series of improvements to our wonderful site.

**BENEFITS OF SERVICE**  
The school is characterised by a warm, friendly and welcoming atmosphere. Members of staff support one another and this ethos is reflected in the ease of access that all members of staff have to the senior leadership team. Relationships with pupils are respectful, purposeful and warm and our parent body are hugely supportive of and passionate advocates for the school.

All new colleagues are supported through a personalised induction programme and are appointed a mentor to help them settle in upon arrival. All staff enjoy free on-site parking, an excellent pension scheme plus free lunch/supper and refreshments during term time.

**START DATE**  
The School is looking to make the appointment as soon as possible.

**HOURS OF WORK**  
Monday to Friday 12pm-5pm, term-time plus staff training days (currently 6 per year).

In addition, the postholder will be required to work eight term-time Saturday mornings across the academic year, each 8:30am-1pm.

**SALARY**  
The salary will be £12,000.

**PENSION & LIFE COVER**  
The School has an Aegon Pension Scheme for Support Staff which you will have the option to join with an enhanced employer contribution.

**HOW TO APPLY**

Please complete an application form, including a supporting letter addressed to our Headmaster Mr Mark Howe, and return a signed copy by email to **office@fsmschool.com**

The school will review applications on a rolling basis. **Early applications are encouraged.**

**We are committed to the safeguarding of children and young people and we expect all staff to share this commitment. All applicants will be subject to pre-employment screening, which includes an enhanced DBS and reference check prior to appointment.**