



OFFICE RECEPTIONIST


APPLICATION PACKS

 Available [here](#)

 Closing date 28th March 2024

 grazebrookprimaryschool.co.uk

Join us and make a difference

 020 8802 4051

 llangley@newwavefederation.co.uk

We are seeking to appoint a courteous and well organised school receptionist to greet visitors to our school and to support with general school administration and finance. We are looking for a receptionist to complement our exceptional team who can show:

- commitment & dedication;
- excellent organisational skills;
- clear communication skills and the ability to multitask effectively.

In return, New Wave Schools can offer:

- support with mental health and wellbeing;
- inclusive school communities;
- high quality professional development.