

Internal Advert



After-School Receptionist

4 hours per week

Tuesday and Thursday 4pm - 6pm

Fixed Term - Scale 4 Point 7



*Are you enthusiastic,
friendly, polite and
caring, and who enjoys
working as part of a
team to achieve a
common goal?*



*Do you have
excellent
organisational and
communication skills
and the ability to
multitask effectively?*



*We provide an inclusive
school community, with
high quality
professional
development and
support for staff
wellbeing.*

Applications are welcome from all interested candidates at any time up to 12:00noon on Friday, 13th February 2026.

HOW TO APPLY: Please contact Amina Zaki

azaki@newwavefederation.co.uk for an application form.