



OFFICE RECEPTIONIST

APPLICATION PACKS



[Available here](#)



Closing date Tuesday 13th October



[Woodberry Down Primary School](#)

Join us and make a difference

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.

Previous applicants need not apply



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