

Lovington C of E Primary School
Lovington, Castle Cary
Somerset, BA7 7PX

Evercreech C of E Primary School
Paradise Crescent, Evercreech
Shepton Mallet, Somerset, BA4 6EH

Telephone: 01963 240305
office@lovington.ppat365.org

Telephone: 01749 830 447
Evercreechoffice@fossefederation.co.uk



Lovington C of E
Primary School



Evercreech
CofE Primary School

School Receptionist

35 hours per week to be worked from 8.30 to 4.00
(hours negotiable for the right candidate)

Mon/Tues/Wed to be based at Lovington Thurs/Fri to be based at Evercreech

We would be interested to hear from candidates that would like to work across both schools or to work in one of the schools on a part time basis.

Salary range: Grade 15 £12.45 - £12.64 per hour

Employer pension contribution 24.4%

Salary is paid on a pro-rata basis, term time only

We are seeking to appoint a Receptionist who will be the welcoming face and first point of contact for Lovington C of E and Evercreech C of E Primary Schools.

Applicants should be a good team player with strong organisational skills and possess a high standard of IT literacy.

Previous experience of working within a school would be an advantage but not essential as training will be provided.

Areas of responsibility include reception duties, providing the first line of contact between the school and the community and clerical duties.

The ideal candidate will be friendly, flexible, well organised and possess the ability to communicate with tact and diplomacy, enjoying the challenge of working in a busy school office. Integrity and confidentiality are essential. This is a varied role requiring initiative and enthusiasm.

Visits to the schools or any queries regarding the role are warmly welcomed, please telephone to make an appointment.

How to Apply:

Please apply in writing by completing the application form. This can be found at:

<https://www.prestonprimaryacademytrust.co.uk/>

Application Deadline: Monday 27th January 2025

Completed applications and a covering letter should be submitted to

ppat@ppat365.org

Please submit your application as soon as possible as we may close this advert early for the right candidate.

***Lovington C of E Primary School and Evercreech C of E Primary School
are proud to be part of PPAT Education.***

PPAT is committed to equal opportunities and safer recruitment practice, pre-employment checks including criminal background check via the disclosure procedure will be undertaken before any post is confirmed.



Preston Primary Academy Trust
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