

**RECEPTIONIST**

**SALARY RANGE: GRADE 4 (SCP 7-11)**

**5 days a week, Temporary contract for 12 months Extendable,**

**9am – 3.30pm Term time only**

**Actual Salary (£16,642 - £17,796)**

**Foundry College** is a ‘Good’ Pupil Referral Unit in the heart of the community of Wokingham supporting the young people, schools and families in the borough as well as opening our doors to surrounding authorities. Our dedicated staff offer a range of educational, emotional and behaviour support, with bespoke packages for our students aged 5 - 16. The successful candidate will join us at an exciting time as we develop our services and aspire towards ‘Outstanding’.

As Foundry College develops its provision, we are looking to recruit a Temporary Receptionist 5 days a week for 12 months extendable contract, committed to making a difference to our young people in Wokingham.

**The ideal candidates will:**

* Have to meet and greet all visitors to the College site during the school day
* To manage the communications between students and their families and College staff
* Be resilient and approachable
* Be good communicators who are able to inspire and motivate pupils and staff, but who can also remain calm under pressure and have a sense of humour
* To support GDPR compliancy

**In return, we can offer you:**

* A bright, modern College with a creative approach to working with young people
* Excellent opportunities for professional development
* A friendly and supportive staff team, dedicated to improving pupil outcomes and life chances
* A Senior Leadership Team that encourages team working, innovation and the use of solution-based thinking

For further information please contact Raj Arava, Business & Finance Manager on 0118 334 1510.

To apply, please visit our website [Support Staff Vacancies | Foundry College](https://foundry.wokingham.sch.uk/vacancies/support-staff-vacancies/) where you will find the job description and application form. Completed Application Forms should be emailed to recruitment@foundry.wokingham.sch.uk.

**Closing date: 1st November 2024 Applications will be considered on receipt.**

*Foundry College is fully committed to safeguarding and promoting the welfare of children and young people.*

*This position requires an enhanced DBS disclosure*

***CVs will not be accepted***