

GRANTA SPECIAL SCHOOL
Linton, Cambridge



We are looking to appoint a Receptionist. This person will need to bring a positive, caring and organised attitude to our wonderful School.

Grade: SCP range 4 – 5

Actual Salary £18,641 - £19,014

Contract Type: 37 hours per week x 39 weeks per annum (8.30am – 4.30pm, weekdays, term time including PD days only)

Contract Term: Permanent starting September 2021

Granta School is a highly successful, popular Community Area Special School, catering for pupils aged 3 to 19 years old. We currently have 150 children on role and we are extremely proud of our team who continually work towards providing our students with the best possible learning outcomes.

The successful candidate will manage the busy reception area providing effective front of house reception duties and clerical services for the school. Providing teachers, teaching assistants, members of the Senior Leadership Team and other members of the school staff with information when required.

Granta offers great opportunities to candidates wishing to work in a forward looking, effective team of professionals keen to make a difference for our pupils and their families. A post with us comes with valuable team support from colleagues, opportunities for professional development and involvement in a school that continues to move forward.

Please carefully read the job description and person specification prior to applying.

Further details can be obtained from the School Office.

Closing Date: Midday 30th July 2021

Interview Date: 4th August 2021

Please call 01223 896 890 to request an application pack or email finance@granta.cambs.sch.uk

All posts are subject to enhanced police checks. We expect all staff to undertake training and adhere to safeguarding policies.