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## Water Hall Primary School

Fern Grove  
Bletchley  
MK2 3QF

*recruitment@waterhallprimary.co.uk*

### Receptionist

Grade D, .3 Actual Salary £11,171 (£24,027 fte) - Monday-Friday, 8:30am- 12:30pm - 39 weeks a year

Permanent/Part-time

**Start date:** 17/03/2025

### **About our School:**

We are unapologetic in our drive and desire to give our pupils so much more than just the academic. Our children engage in a curriculum that prepares them for life, nurtures them to be the best version of themselves and, we hope, gives them a sense of belonging that they will carry with them for the rest of their lives. They are committed to our school principles of being 'ready, respectful and responsible' and demonstrate these on a daily basis. Water Hall Primary School joined Tove Learning Trust in September 2020.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

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### **About the Role:**

We require a talented and committed Receptionist to join our nurturing and vibrant school. We require a Receptionist for 5 days a week, working 8:30am-12:30pm, term time only

The successful candidate will:

Preferably have experience of working in an educational setting  
Have Reception experience, but not essential  
Be resilient, cheerful, patient and flexible

Have an understanding of safeguarding  
Have to meet the person specification and will be required to apply for a DBS disclosure  
Candidates must be eligible to live and work in the UK.

Training and development opportunities will be offered. All staff are encouraged to study further and the trust will actively support staff to obtain relevant further qualifications where possible.

#### How to apply

Full application details are on our website; <https://www.waterhallprimary.co.uk/vacancies>  
Completed applications or further queries should be sent to Jane Day at  
[recruitment@waterhallprimary.co.uk](mailto:recruitment@waterhallprimary.co.uk)

Interview date: Week commencing Monday 4th March 2025

**Closing date for applications: 28/02/2025**