



# Fleet Wood Lane School

## Receptionist

Job Category: Receptionist

Salary: G3 point 6 pro rata over 39 weeks (roughly £493 per month)

Hours: 10 hours per week (8.15am-10.15am)

Contract Type: Temporary until 31<sup>st</sup> August 2026

Start Date: March 2026

**Closing date for applicants: Friday 27<sup>th</sup> February 2026**

**Interview date: Friday 6<sup>th</sup> March 2026**

We are seeking to appoint a positive and motivated individual to join our school team as a receptionist for 10 hours per week. This is a temporary role to help support our team while we have temporary access to our front door as we are undergoing building work. The role would primarily be greeting pupils, parents and visitors at the front door at the start of the school day. This role requires an individual who is confident in talking to people face to face, taking phone calls, dealing with emails, completing pupil medication forms, occasional cash handling and general administrative tasks. Ideally this would suit an individual who is flexible, good at working within a team, and thrives in working in a fast-paced environment. Please also see the job description and person specification for more details.

**Application forms can be downloaded from the school website at [www.fleetwoodlane.com](http://www.fleetwoodlane.com)**

**Completed forms can be returned to the school in person or emailed to [recruitment@fleetwoodlane.lincs.sch.uk](mailto:recruitment@fleetwoodlane.lincs.sch.uk)**

Fleet Wood Lane School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post will be subject to an enhanced DBS disclosure, medical and reference checks. All pre-employment checks undertaken are in line with 'Keeping Children Safe in Education'. Written references will be taken up at shortlisting stage prior to the interview.

### *Fluency Duty*

*In accordance with Part 7 of the Immigration Act 2016 (Fluency Duty), the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.*

*The school advertising the vacancy will contact you directly regarding the outcome of your application and any interviews. When interviews are taking place schools will follow all Government and Public Health England Guidelines.*

All shortlisted candidates will need to verify their eligibility to work in the UK at the interview.