



Peterchurch, Herefordshire HR2 0SG | 01981 550 231 | admin@fairfield.hereford.sch.uk | Head Teacher: Mrs S L Gaston

Required as soon as possible.

Receptionist and Admin Assistant – 37 hours per week term time only
£10.98 to £11.39 per hour

We are looking for a welcoming and positive individual with excellent communication and administration skills who enjoys working with young people and their families.

This important post requires initiative, flexibility, patience and the ability to work under pressure. You will work as part of a talented and friendly team who are all committed to their part in Fairfield's continuing success.

Please visit our website www.fairfield.hereford.sch.uk to find out more about our outstanding school and to download an application pack.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.

Closing date for applications 2nd October 2023, interviews to take place the week commencing 5th October 2023.