



Merebrook Infant School

Dulverton Drive, Furzton, Milton Keynes, Buckinghamshire, MK4 1EZ

Louise Davis
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Receptionist
A1 £24,404 pro rata, £7,440 actual p.a
Permanent / Part-Time
Start date: 01/09/2025

About our School:

An excellent opportunity has arisen for a highly efficient and organised person to become the Receptionist at Merebrook Infant School. As part of the support staff team you will provide a professional reception service for the School, dealing with parents/carers, students and visitors.

The ideal candidate will: -

- Have experience within an a reception role within a school or similar environment.
- Have the ability to communicate effectively and professionally with a variety of people.
- Be highly organised.
- Be a proficient IT user with the ability to work efficiently with a high degree of accuracy.
- Want to make a difference to the children in our care.

The schools within the 5 Dimensions Trust are consistently ranked amongst the highest-achieving schools in Milton Keynes. We are on a mission to make our Trust the very best place to work and study.

Employee wellbeing is a priority for 5 Dimensions Trust and we recognise that happy employees perform better and live happier and healthier lives. Professional development is of a high quality; colleagues engage in a range of CPD from in-house coaching to National Professional Qualifications. All staff identify a 5-year career pathway supporting them to grow and be the best version of themselves. Our pension scheme is generous, as is our incremental pay progression. If you would like a tour of the school prior to applying, please contact the school on 01908 522876.

About the Role:

5 Dimensions Trust is currently advertising for the following exciting permanent opportunity to start at Merebrook Infant School

Receptionist

To commence September 2025

Permanent

Part-Time

Grade A1 £24,404 pro rata, £7,440 actual p.a

13 hours per week, term time plus training days (39 weeks per year)

Monday and Tuesday 8.30am – 3.30pm

Closing date for applications: 12/06/2025

Alternatively, you can apply here: <https://mynewterm.com/jobs/151372/EDV-2025-MIS-44057>