



Queen's Avenue, Dorchester, Dorset DT1 2HS - Phone: 01305 265651
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NOR: 583 9 – 13 years



Receptionist

Grade 2, SCP 2 - £23,656 - £24,027 pro-rata

Required June (maternity cover)

21 hours per week, term-time only
Working Hours: Monday – Wednesday: 8:00am – 4.00pm

We are looking to appoint a flexible and enthusiastic Receptionist to join our friendly school. You will be required to provide general administrative support with key responsibility for the monitoring of telephone calls and ensuring all visitors are received in an efficient and effective manner.

The successful candidate should have excellent organisational, IT and customer service skills, with a positive approach to work. The post will include whole school administrative tasks, especially SIMS related, deal with enquiries direct or redirect to the appropriate member of the school's staff, taking messages and arranging appointments and ensuring messages are passed to staff in a timely manner, addressing internal and external communications that come the way of the general office.

The administrative and communication functions of the school are currently supported by the SIMS management information system and School Comms. We also use Microsoft Word, Excel, Publisher and Outlook.

Previous experience of working in a school would be an advantage and an ability to work in a very busy office with frequent interruptions is essential.

Closing Date: Wednesday 23rd April 2025 (midday)
Interview Date: TBC

Dorchester Middle School is a member of the Wessex Multi-Academy Trust and also part of the successful Dorchester Area Schools Partnership (DASP) of local First, Middle and Upper schools who share resources, planning and expertise in order to enhance continuity across all stages of the children's' education.

Dorchester Middle School values the diversity of our workforce and welcomes applications from all sectors of the community.

Dorchester Middle School is committed to safeguarding and promoting the welfare of children and young people; this is a commitment which we expect all staff and volunteers to share. The successful candidate will be required to have a Disclosure and Barring Service check in line with the Governments safer recruitment guidelines.

The salary quoted is the annual salary for the position at the time of advert and this will be paid in 12 equal monthly instalments. In the first year of service this salary may need to be adjusted to ensure you are paid accurately to reflect your holiday entitlement. A similar adjustment may be made at the point your employment ends to ensure that you are paid accurately for the number of days worked in any academic year.

The pro rata salary shown is based on the number of hours and weeks worked and paid annual leave entitlement for an employee under 5 years' service.

This role is UK based and your Right to Work will need to be established as part of the appointment process.