



# KINGSLEA PRIMARY SCHOOL

Headteacher: Mr A Conway  
Deputy Head: Mrs J Payne

Tel: (01403) 254282  
Email:office@kingslea.org.uk

Kings Road, Horsham, West Sussex, RH13 5PS

6<sup>th</sup> June 2024

Dear Applicant,

On behalf of the children and staff of Kingslea Primary School, I would like to thank you for expressing your interest in the post of Receptionist.

We are looking for a Receptionist to join us in September, to form a strong partnership with the Office Manager and our existing office team.

Our key priority is to ensure the highest quality teaching and learning experience for all of our children. This is an opportunity for a highly motivated person to be the first point of call for our parents and visitors, and to assist the office team with the smooth and effective running of the school, allowing our teaching staff to provide high quality learning across the school.

The Governors and I are united in our aim to see every child attain the highest levels of achievement in all aspects of their development and are committed to a clear vision of developing an outstanding school in the heart of its community.

We are looking to appoint a Receptionist to join our office team who is personable, calm and positive, who has a keen eye for detail, is able to prioritise and also able to communicate effectively, kindly and clearly.

We would like someone to work 37 hours a week, daily. Please have a look at the job description to see if this is a role for you but do remember we are a school and flexibility and a 'can do' attitude are key.

If you would like to speak to Tracey Hill, our Office Manager regarding the role, please contact the school on the number above.

We look forward to meeting you.

Yours sincerely,

Alexis Conway  
Headteacher