

Fox Wood School
Holes Lane
Woolston
Warrington
WA1 4LS
Email: foxwoodschool_finance@sch.warrington.gov.uk

Website – www.foxwoodschool.org.uk
Headteacher: Miss L Duffy

RECEPTIONIST

37 Hours per week Commencing – July 2025 Fixed Term for 12 months

Grade 3 SCP 4 Salary £20,992 Term Time Only

Fox Wood is a special school for pupils with a diagnosis of Profound and Multiple Learning difficulties, Autism and Severe Learning Difficulties. The school is at the heart of community life and continues to grow and flourish and the governors are therefore delighted to advertise the opportunity for the right candidate to join our dedicated team. This position is based at our Fox Cubs Site, Sandy Lane, Orford, Warrington.

A vacancy exists for a smartly presented and efficient receptionist. A knowledge of Microsoft office is essential. You would be first point of call for Parents, Governors and Professionals from outside agencies. This is a full-time position working Monday to Thursday 8am to 4pm, 8am to 3.30pm on Friday.

Warrington Borough Council and Fox Wood School, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as a high priority. The successful applicant will therefore be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). Further details can be found at www.gov.uk/disclosure-barring-service-check/overview

A full job description and person specification can be obtained from the school.

Application forms and further details are available on our school Website: www.foxwoodschool.org.uk or e-mail foxwoodschool_finance@sch.warrington.gov.uk for an application pack to be emailed to you.

Closing date: 12pm on Friday 16th May 2025
Interviews: Thursday 22nd May 2025