



School Receptionist Required ASAP

Salary NJC 15: Actual Salary: £14,972.14 pa

Full time term time (plus inset days and 5 days during the summer break)

36.25 hrs per week

8.15 am – 4.15 pm (45 min unpaid break)

This is an exciting opportunity to join St Ambrose College.
The College is an 11-18 State-funded Independent Catholic Grammar School.

A job-share option may be considered.

The successful candidate will work with a committed and hardworking team of office staff.

To work as part of the College office team, providing a friendly and welcoming services to pupils, staff parents and visitors at St Ambrose College. The post holder is expected to be able to prioritise tasks and to manage their workload with a minimum of supervision. A flexible and efficient approach is required.

General responsibilities: Reception and Office Administration

(see job description for full details on the College website)

The application form and details can be obtained upon request or alternatively downloaded from the College website and returned to Mrs Howard, recruitment@st-ambrosecollege.org.uk at the College.

Closing date for applications – Friday 16 February 2018
Interviews to be held - Wednesday 21 February 2018

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment is subject to a probationary period, satisfactory references and DBS check.
