

Receptionist/Administration Assistant

Permanent Post, term time 38 weeks plus two INSET days on a time sheet. 37 hours per week.

1B salary range FTE. £16,032 to £18,305.

Actual salary £13,257 to £15,136.

Required to start a.s.a.p.

Working hours 8.15am to 4.15pm on Mondays, Tuesdays, Thursdays and Fridays, 8.15am to 3.45pm on Wednesdays with a 30 minute unpaid lunch break

- We are looking for a cheerful, well presented person to join our reception team and be the first point of contact for visitors who arrive at school or telephone the school.
- SIMs experienced would be an advantage but is not essential.
- A basic understanding of Microsoft Office/Google is desirable.
- Ability to remain calm and approachable under pressure.

Please see the school website for job description/application form.

Applications by 9am on Monday 23 September 2019

Interview date – to be confirmed.

The John Colet School takes the safeguarding and wellbeing of students seriously and this post is subject to an enhanced DBS and Qualifications check.