

Receptionist

Required for September 2022, Trinity School and College to appoint a Receptionist for a busy main school office.

The successful applicant will be required to work 37 hours per week, term time only, plus additional weeks to be discussed with the successful candidate - from 8.00am-4.00pm Monday – Thursday and 8.00am – 3.30pm on a Friday.

Full details of this post can be found within the job description. Salary will be according to experience but will be paid on NJC Scale 2 (£18,887 to £19,264 FTE) Salary will be pro rata depending upon weeks worked.

The successful candidate will be friendly, professional and possess the qualities to be the 'face of the school'. You will deal with communication over the telephone, email and face-to-face with students, parents, staff and stakeholders.

This is a pivotal role within a specialist provision and we invite applications from candidates who believe they would thrive in this environment.

If you are interested in this role, please complete the application form below and send your completed application to Lesley Cook, Executive PA/HR
Manager: lcCook@trinityschoolrochester.co.uk

This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. Our School and all its personnel are committed to safeguarding and promoting the welfare of the students.

Closing date for applications: **Friday, 8 July 2022**

Interviews will take place: **14th July 2022**

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Posts are subject to an Enhanced DBS Disclosure.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.