

Ysgol John Bright



Receptionist

Salary GO2 - actual salary pro rata £11,852 - £12,730

Term-time only 32.5 hours a week

Full-time equivalent £16,123 - £16,781

We have an exciting opportunity for an experienced, committed and enthusiastic Receptionist. The successful candidate will be working in the busy front office and a cheerful, calm, friendly demeanour is essential. We are seeking to recruit a colleague with both the commitment, personal drive, enthusiasm and energy to contribute to the team in our friendly, inspirational school.

You will :

- Be self-motivated, exceptionally well organised and a good team worker
- Ensure a warm and efficient welcome to visitors to the school
- Have an excellent interpersonal skills, especially with young people
- Have good literacy and numeracy skills
- Have a good knowledge of IT skills
- Offer a warm, caring and flexible approach to your role.
- Genuinely care about the contribution your role makes to young people.

We offer:

- Excellent career development opportunities
- An ethos of high expectations for students and staff
- A professionally stimulating and supportive working environment
- State-of-the-art facilities in an attractive modern building and grounds
- Cutting edge ICT facilities throughout the school
- A 'window on the world' ethos which enriches students' learning experiences

Closing date for applications : noon 8th May
Interviews : 11th May or 15th May

Ysgol John Bright is committed to safeguarding and promoting the welfare of children and young people. It is essential that all members of staff share this commitment. An enhanced DBS disclosure is required for all posts.

Candidates are welcome to visit the school prior to applying - Please contact the school office if you wish to do so.
For further information please contact the Head's PA, Mrs C Astrop on
01492 864200 | c.astrop@johnbright.uk | www.johnbright.uk