

**Senior School Part Time Receptionist**

Term time only plus 2 days in summer holidays

20 hours per week 2.00pm – 6.00pm

Salary FTE: £16,500 - £18,000

Actual Salary Pro Rata: £7,509 - £8,192

Required start date: Monday 3 September 2018

Contract term: Permanent

**The role:**

A part time Senior School Receptionist is required to work as part of the whole School administration team.

The main duties include:

* Receiving incoming telephone calls and passing on messages
* Welcoming visitors to the school
* Taking delivery of post/parcels and distributing
* Being the first point of contact for staff and pupils
* Inputting Data information
* Any other administration duties

To succeed in this role, you will need excellent interpersonal and communication skills including the ability to relate well to people on all levels. You will be able to work under pressure being highly organised and efficient with the ability to prioritise and use initiative. You will work comfortably both independently and as part of a busy team and be committed to delivering a welcoming and professional reception service at all times. You will also have good IT skills including Microsoft applications, e.g. Word, Excel and database input.

**About the School:**

Northampton High School, part of the Girls' Day School Trust (GDST), is an independent girls’ day school with a reputation for academic excellence, strong pastoral care and a wide breadth of extra-curricular activity. We are proud to be at the forefront of education for girls and a strong voice in promoting opportunities for young women.

**Benefits:**

As part of the GDST, the UK's leading network of independent girls' schools, we can offer a variety of benefits, such as:

- Competitive salaries and pay progression

- Access to extensive professional development opportunities

- Good transport links

- Training grants for qualifications

- Generous pension schemes

- Free life assurance benefit

- A discount of up to 50% on fees for children at GDST schools

- Childcare vouchers, interest free loans for training, computer purchase loans and

travel season ticket loans

- A Cycle to Work scheme

- Competitive terms and conditions of employment

For further details and an application form, please see our website <https://www.northamptonhigh.co.uk/about/our-team/join-our-team/>

Completed applications should be emailed to [a.gates@nhs.gdst.net](mailto:a.gates@nhs.gdst.net) or sent to:

Mrs Anna Gates

HR Officer

Northampton High School

Newport Pagnell Road

Northampton

NN4 6UU

Applications should be submitted by midday, on Friday 1 June 2018 at the latest, however, applications may be considered in advance of the deadline.

*Northampton High School and the GDST are* committed to Safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.