



NORTHAMPTON  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

## Receptionist

**Required from:** Asap.

**Contract term:** Permanent, term time only

**Hours:** Part-time, 15 per week.

**Salary:** Actual £7,588.80 based on £22,464 full-time equivalent, GDST Regional Grade 2.

Are you friendly, professional and organised? We have a wonderful part-time opportunity to join our Administration team where you can really make a positive impact on daily school life. This is a part-time Receptionist position with hours of 13:00 - 18:00, three days a week, term time only.

To succeed in this role, you will have excellent communication skills with a good standard of literacy and numeracy. You must be highly organised with strong time-management skills and enjoy working in a fast, busy environment. Whilst previous experience is not essential, we are keen to recruit someone who is confident, supportive with a warm, welcoming manner. This is an important role in school and the successful candidate will be committed to upholding the values and spirit of the school.

The main duties include:

- Greeting visitors;
- Answering phone calls;
- Dealing with day-to-day queries from students, parents and staff;
- Handling post and correspondence;
- Assisting with the maintenance of attendance/absence registers;
- Providing general administrative office support as needed.
- Providing a supportive point of contact for students or parents, summoning assistance as required.

For further details and to apply for the position, please see the GDST external recruitment website via the link below:

[Receptionist recruitment](#)

Applications should be submitted by **09:00 on Monday 6 May 2024 at the latest**. As part of the recruitment process, candidates will be asked to undertake an assessment activity for which there will be a prior briefing.

Please refer to the school website for our child protection policies.

*Northampton High School and the GDST are committed to diversity, inclusion and real change: a family where every individual is valued, respected and included.*

*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.*