

# **JOHN COLET SCHOOL**

Wharf Road, Wendover, Aylesbury, Bucks. HP22 6HF

Tel: 01296 623348

Web: [www.johncolet.co.uk](http://www.johncolet.co.uk)

E-mail: [office@johncolet.co.uk](mailto:office@johncolet.co.uk)

NOR 1019 Age range 11 -18 years.

## **Receptionist/Administration Assistant** **Temporary Post, term time plus INSET** **days 37 hours per week, 39 weeks a year.** **1B Actual annual salary £12,666. (FTE £14,935)**

**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.
- A review of requirements will take place during the Autumn term.

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

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

**Closing date: Midnight 17 September 2017**

**Provisional interview date: tbc**