



HABERDASHERS' ASKE'S
**KNIGHTS
ACADEMY**

RECEPTIONIST

Term Time Only Plus Two Weeks, Permanent

Knights Academy is looking for calm, organised and flexible individuals to fulfil the important role of Receptionist within our Academy.

An exciting opportunity has arisen for a welcoming and hard working individual to join our dedicated team in a fast paced environment. You will be providing high quality administrative support to staff and students as well as dealing directly with parents, visitors and the general public by telephone and in person.

To succeed in this role you will need to be able to handle a variety of tasks quickly and efficiently whilst maintaining a calm and professional manner. We recognise talent and will help you to develop in this role with professional development plan in a very successful environment.

Haberdashers' Aske's Knights Academy is a vibrant school community with a relentless focus on high expectations and aspirations. We are a 3-18 school in one of England's leading hard Federations, with a commitment to recruit talented individuals who share our vision to be the provider of exceptional education for all our children.

If you are passionate about providing young people with a safe, supportive environment in which to ensure their success, we want to hear from you

For further information and to apply please visit
<http://www.haaf.org.uk/Vacancies>

Haberdashers' Aske's Knights Academy
Launcelot Road
Bromley, Kent BR1 5EB

020 8461 9240
knightshr@haaf.org.uk
www.haaf.org.uk

NOW RECRUITING

SALARY SCALE

Scale 3 (£17,556 - £18,853)

TO APPLY

www.haaf.org.uk/vacancies



CLOSING DATE:
06th March 2017, 12:00pm

INTERVIEW DATE:
09th March 2018