

School Receptionist (Part Time)

Permanent Position

2 or 3 days per week, term time only (7.5 hours a day)

Salary Grade 5: £18,795 – £19,554 pro rata, per annum

Actual Annual Gross Salary

2 days (15 hours): £6,346 - £6,602

3 days (22.5 hours): £9,519 - £9,903

**The Cherwell
School**



Opportunity,
Responsibility, Excellence

The Cherwell School is a successful comprehensive school in Oxford, rated 'Outstanding' by Ofsted. We are seeking to appoint a reliable and enthusiastic Receptionist to work in our School Administration Team, starting from January 2020. The appointed colleague should have good customer service skills, office experience and ideally a familiarity with SIMS, although we anticipate that training may be required for whoever is appointed. This is an excellent opportunity and should you wish to be part of our future we welcome your application.

To apply and for further information please visit the website:

<https://www.tes.com/jobs/employer/the-cherwell-school-1030426>

The closing date for applications is Monday 25th November 2019 at 9.00am

Interviews will take place on Monday 2nd December 2019

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The Cherwell School is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

The Cherwell School is an academy managed by The River Learning Trust, which is an exempt charity and a company limited by guarantee, registered in England and Wales with a registered company number 7966500. Registered Office: The Cherwell School, Marston Ferry Road, OXFORD OX2 7EE United Kingdom