



ST CLEMENT DANES SCHOOL

RECEPTIONIST (PART TIME)

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Pay Range: H3 Point 5: £19,312 + £898 fringe allowance FTE (pro rata)

Actual Salary including fringe allowance: £11,007.19 per annum

Work Pattern: 22.5 hours per week

Wednesday to Friday - 8:00 to 4:00 with 30 minutes' unpaid lunch break

Weeks Worked: Term Time plus 6 days' holiday working (+ 3 INSET days)

Start Date: 7th June 2021 (or as soon as possible)

We are seeking a Receptionist to provide reception services to the school.

We would like you to have:

- Experience of working in a school
- Excellent organisational skills
- Ability to communicate at all levels
- Knowledge of IT systems, i.e. Word, Excel, Outlook
- Knowledge of school procedures
- Understanding of the needs of the students, visitors and staff
- A natural aptitude to model the Trust's core behaviours – *'We display transparency, kindness and respect in all our interactions with others, and support each other in all our endeavours. We are tenacious in our desire to make the difference together'.*

We can offer:

- A positive working environment within an extremely well-resourced school
- The support of a highly professional and committed staff team and the opportunity to expand your professional networks beyond the Trust through our external partnerships
- The opportunity to develop your career within an expanding multi academy trust with a track record of excellent student attainment and achievement
- Exceptional professional development opportunities both within the Trust and across the Teaching School Alliance

The Trust is committed to safeguarding children and young people. All post holders are subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check.

How to make an application:

- The full job description and an application form can be downloaded from the school website
- Completed applications to be emailed to Dawn Gamble, Recruitment Manager, by 9:00am on Monday 24th May 2021. Please email to recruitment@daneseedtrust.org.uk
- Please include a covering letter and completed application form with the contact details of two referees.
- We reserve the right to close the advert early should a suitable applicant be found. Therefore, early application is advised
- Interview date: Thursday 27th May 2021

Website: www.stclementdanes.org.uk / www.daneseeducationaltrust.org.uk

School Address: Chenies Road, Chorleywood, Hertfordshire WD3 6EW

E-mail: recruitment@daneseedtrust.org.uk

Danes Educational Trust Address: C/o St Clement Danes School, Chenies Road, Chorleywood, Hertfordshire WD3 6EW

Tel: Dawn Gamble 01923 589699 / 07917 035962