



## Coloma Convent Girls' School

Upper Shirley Road, Croydon CR9 5AS | 0208 654 6228  
office@coloma.croydon.sch.uk | www.coloma.croydon.sch.uk  
Headteacher: Mrs Elizabeth Englefield  
Chief Executive: Mr David Garrido

### RECEPTIONIST

<b>LOCATION:</b>	<b>London Borough of Croydon</b>
<b>CONTRACT TYPE:</b>	<b>Term Time plus 15 days (including occasional evenings)</b>
<b>HOURS:</b>	<b>Full Time / Part Time / Job share (Between 7.30am – 5pm)</b>
<b>START DATE:</b>	<b>ASAP</b>
<b>SALARY:</b>	<b>£21,000 (pro rata for part time)</b>

Coloma Convent Girls' School in Shirley is recognised as one of the top non-selective secondary schools in the country. We are consistently oversubscribed and a very popular choice within the borough and other local boroughs. In October 2019 Coloma received its fifth 'Outstanding' Diocesan Inspection report and in 2021 was named 'Best School in Croydon' in the Real Schools Guide. In December 2022, The Times released its 'Parent Power Schools Guide' to the top 1600 UK schools based on 2022 exam results; Coloma was ranked 2<sup>nd</sup> in the best girls' comprehensive category and 39<sup>th</sup> in the best comprehensive school category.

The Headteacher and Governing Body are looking to appoint a welcoming Receptionist who is reliable, flexible, enthusiastic, hardworking and proactive. This all round person will need to use professional judgement, be confidential and is the first point of contact for visitors, being responsible for producing the sign in/out record when/if the school is evacuated. The role requires someone with excellent organisational skills, the ability to prioritise workloads and support the administration team as and when required. As the receptionist is a very public face of the school, we are looking to appoint someone who represent the contemporary vision and values of the School.

#### We Offer

- A community which is on a rapid journey of improvement with a genuine commitment to being even better.
- A school with a strong commitment to your professional development.
- Local Government Pension Scheme.
- A school with a strong commitment to all staff.
- A working environment focused on raising standards for all.
- The opportunity to work in a school where your skills, enthusiasm and hard work will be appreciated.
- The opportunity to work within the largest cosmopolitan centre outside of Central London, undergoing substantial redevelopment, growth and change.

We welcome applications from colleagues who are supportive of the values of a Catholic School. Many of our staff are members of religious faiths other than Catholic and make an enormous contribution to the well-being of our students.

#### HOW TO APPLY

For more information about Coloma and to download a job description and departmental details etc. please visit our website [www.coloma.croydon.sch.uk](http://www.coloma.croydon.sch.uk)

Queries should be sent to Victoria Davis at [vdavis@coloma.croydon.sch.uk](mailto:vdavis@coloma.croydon.sch.uk)

**CLOSING DATE 9am, Wednesday 18th October 2023 INTERVIEW DATE 19<sup>th</sup> or 20<sup>th</sup> October 2023**  
**Interviews will be offered upon application to suitable candidates**

Coloma reserves the right to commence or complete the recruitment process at any time prior to the closing date.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share the commitment. All appointments will be subject to a satisfactory Enhanced Disclosure Barring Service check.

PLEASE NOTE: **WE DO NOT ACCEPT APPLICATIONS VIA AGENCIES**



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[www.selcat.org.uk](http://www.selcat.org.uk)