



DERBY HIGH SCHOOL

ESTABLISHED 1892

Come and join us!

RECEPTIONIST

£Competitive

Applications are invited from enthusiastic and experienced candidates, with first class verbal and written communication skills, wishing to join our vibrant and successful school. At Derby High, our Receptionist is the first point of contact for all visitors and plays a crucial role in the smooth running of all reception operations. This is a busy front of house role within a supportive and friendly team environment.

The role will involve providing a warm and welcoming reception to all visitors, parents and pupils, both in person and over the telephone along with providing administration support to departments across the school. The role will include first aid cover and attending to the day to day medical needs of pupils (first aid training will be provided). A flexible attitude and the drive to make a difference is a must!

Applications are encouraged from candidates with strong communication and administrative skills with excellent knowledge of Microsoft Office. Experience within a similar role is essential. This is a term time only role and consideration will be given to either one full time person (approx. hours 8am-4pm, Monday to Friday) or two people on a job share basis covering the hours between 8.00am-5.30pm, Monday to Friday. Please state your preferred hours on your application.

Application Procedure

Applicants are asked to complete the schools application form and submit along with a supporting letter. Application forms are available on the school's website – <https://derbyhigh.derby.sch.uk/key-information/#vacancies>

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have rigorous safeguarding and child protection procedures in place and applicants will be required to undertake child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Please email applications to:-

April Dunncliffe-Smith

ads@derbyhigh.co.uk

Closing date: Friday 23rd August 2024

Interviews will be held week commencing 2nd September 2024.

We look forward to receiving your application.