

Regent High School
Chalton Street, London, NW1 1RX
Headteacher: Gary Moore

Administrative Assistant & Receptionist

3 Days Per Week

Scale 4, Pro Rata £14,567 - £15,368
(£24,279 - £25,614 FTE)

All year round

Required as soon as possible

Regent High School is an inclusive school with a culture of high expectations for all. The Headteacher's vision, drive and determination is ensuring that the school is moving forward rapidly. The school is calm and pupils are well behaved and the vast majority of staff enjoy working at the school. (OFSTED, January 2018)

The opportunity has arisen for an experienced and enthusiastic individual to join Regent High School as an Administrative Assistant and Receptionist on a part time basis. The successful applicant will provide a full administrative service for the school while acting as the first point of contact for visitors and callers as well as for staff and student enquiries.

The ideal candidate will have excellent administration and communication skills, a flexible and adaptable approach to meeting changing priorities as well as computer literacy. A commitment to working sensitively with young people as well as the ability to work calmly under pressure is crucial to this role.

Regent High School is an 11-19 mixed comprehensive school with an inspiring and dynamic curriculum that challenges all students to realise their full potential and equips them with the skills required for success in the competitive 21st century. The school prides itself on the extensive array of opportunities it offers students and staff, through the school's established business, commercial and creative partnerships. Opportunities range from careers projects with British Land, to the successful mentoring programme with The Rothschild Group and film-making projects with the British Library. Located in Camden, in the heart of Central London, we are just a few minutes' walk away from the transport hubs of Kings Cross St Pancras and Euston stations, and are within easy reach of the West End.

For further information about the post, informal visits to the school and an application pack, please visit our website at www.regenthighschool.org.uk.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful applicants will be subject to an enhanced check with the Disclosure and Barring Service.

Closing date: 9am on Monday 27th September 2021