

CONISBOROUGH COLLEGE

Conisborough Crescent, London SE6 2SE • Tel: 020 8461 9600

Email: recruitment@cc.lewisham.sch.uk

Interim Headteacher: Mrs J. Hadlow •



Receptionist/Admin Assistant

Required for October 2018

Salary: APT&C Scale 3 (pro rata) (actual salary £19,188)

35 hrs a week, 41 weeks p.a. 9.00 a.m. – 5.00 p.m.

Closing date for applications is **12 noon Friday 21st Sept 2018**

Interviews will be held on Thursday 4th October 2018

We are looking to recruit an experienced dynamic Receptionist/Admin Assistant who will play a crucial role in supporting the administrative team in our school. All our staff actively contribute to the whole school drive in promoting community cohesion.

Our team has a strong community focus and our success is largely due to our ability and willingness to be proactive, enthusiastic and innovative whilst providing a caring environment for our students.

We welcome applications from those who can show commitment, reliability, adaptability; a positive approach, and a good sense of humour!

The successful candidate must have excellent communication skills, flexibility and is willing to actively seek to develop own learning to enhance the service delivered.

Experience of the education system would be an advantage as well as having numeracy / literacy skills and previous office experience.

The school is close to local amenities including three mainline train stations.

Application packs are available on request from: recruitment@cc.lewisham.sch.uk or from our website: www.conisboroughcollege.co.uk.

Documents can also be downloaded from the advertising site. All application forms should be returned to the College (details above).

CVs are not an acceptable alternative.

Conisborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS disclosure. Conisborough College is an equal opportunities employer.