



**CONTRACT:** Permanent

**WORKING HOURS:** 16 hours per week (Monday-Tuesday 7:30am – 4:00pm) term time only plus  
**PATTERN:** 10 days pro rata (actual 4 days)

**SALARY:** Grade 3 Points 4-6 £11,604 rising to £12,072 (actual £7,740)

Are you a passionate and experienced receptionist? Are you a people person? Could you be the face of The Barlow?

We are looking for motivated and enthusiastic individuals, who would love to be part of our journey at The Barlow and could be instrumental in making a difference to our school.

You will act as first point of contact in this front of house role in a busy, fast paced environment. You will need to use your multi-tasking and prioritisation skills to carry out a demanding workload which will include welcoming, signing in and directing visitors, staff, parents and pupils in line with safeguarding protocols, operating the school's main telephone line, transferring calls and taking messages as appropriate as well as dealing with face to face enquiries. In addition, you will also be responsible for managing the school's main email inbox, making room bookings and appointments and a variety of other general administration duties such as incoming and outgoing post and deliveries as well as ensuring the reception area is well presented and welcoming at all times.

For further details on the role please download the job description.

**Closing date:** Monday 20th June 8.00am

**Interview date:** Week beginning 20<sup>th</sup> June 2022

### About our School



The Barlow is a highly successful, mixed, 11-16 Catholic comprehensive. **In June 2019, Ofsted judged our school to be 'Good' in all categories.** Public examination results are strong; above national average in most subject areas. We are a diverse and inclusive community, with high standards of pupil behaviour and a calm and purposeful learning environment. The school is located in Didsbury, a popular area of south Manchester, with excellent transport links.

Completed applications should be returned to [hr@thebarlowrchigh.co.uk](mailto:hr@thebarlowrchigh.co.uk).

Our school is committed to safeguarding and protecting the wellbeing of children and young people and expects all staff to share their commitment. An enhanced DBS is required for all successful applicants.

**The Barlow RC High School**  
Parrs Wood Road, Didsbury, Manchester, M20 6BX  
[www.thebarlowrchigh.co.uk](http://www.thebarlowrchigh.co.uk)  
☎ 0161 445 8053



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