



Haslingden High School and Sixth Form

RECEPTIONIST / ADMINISTRATIVE ASSISTANT

Required asap

Grade APT&C 4 - Point 4 – 6 £18,933 - £19,698 (Actual Salary: £17,029 – 17,717)

**37 hours per week: 8.00 am – 4.30 pm (Monday – Thursday)
 8.00 am – 4.00 pm (Friday)**

Term-time only + 3 Inset days + 10 days during the school holidays

We are currently seeking to appoint a hard working, committed and enthusiastic individual to be part of our Admin Team. This is a split role and the successful candidate will need to work closely with the current post-holder in order to provide an effective, efficient and professional service.

The post is term-time only, plus 3 Inset day, plus 10 days during the school holidays, which are arranged by negotiation with the office manager.

Further details and application forms are available from the School website:

www.haslingdenhigh.com.

Closing date for applications is **Monday 31 January 2022 at 9.00am**, with interviews scheduled for week commencing **Monday 7 February 2022**.