



RECEPTIONIST / ADMINISTRATIVE ASSISTANT

Required from 1 September 2022

Grade APT&C 4 - Point 4 – 6 £19,264 - £20,043

(Actual Salary: Less than 5 years' service £9,349 -£9,727; more than 5 years' service £9,603-£9,992)

21 hours per week

Term-time only + 3 Inset days

We are currently seeking to appoint a hard working, committed and enthusiastic individual to be part of our Admin Team. The role will primarily be working on reception, but may involve other aspects of the administrative function of the school such as reprographics or support in the school office.

We are looking for someone who would describe themselves as a team player, as possessing a positive mindset and someone who will maintain a solution focussed approach. A sense of humour, a smile and empathy for young people and colleagues are all essential characteristics needed to be successful in this post. If this sounds like you, we look forward to reading your application.

This post is 21 hours per week, term-time only plus 3 inset days. We are open to negotiation relating to the days and hours worked for the right candidate.

Haslingden High School is committed to safeguarding and promoting the welfare of children and young people and takes its statutory duties and responsibilities in this context very seriously. We fully expect everyone working in or on behalf of the school to share our commitment. As such, this post is subject to satisfactory DBS clearance and references.

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

www.haslingdenhigh.com.

Closing date for applications is **Monday 18 July 2022 at 9.00am**, with interviews scheduled for **later that week**.