



Receptionists

Required for September 2020

Salary: Level 2A, Point 3-4, £8,165 - £8,328 pro rata (actual salary) per annum

Post 1: Hours: 20 hours per week, term-time only (including 5 training days)
working from 08:00 to 12:00 Monday to Friday

Post 2: Hours: 20 hours per week, term-time only (including 5 training days)
working from 12:00 to 16:00 Monday to Friday

We are seeking Receptionists at Kimberley College to join a supportive and friendly administrative team. The ideal candidates should have good interpersonal, IT and communication skills providing a warm welcome to all our students, families and visitors to the college.

Excellent communication skills and the ability to cope with conflicting demands, deadlines and interruptions are essential.

Closing Date: 09:00 on Tuesday 28th July 2020

Interviews will be held week commencing 3rd August 2020

An Application Form and further details can be downloaded from our website <https://www.woottonupper.co.uk/staff-vacancies> or requested by email from recruitment@wootton.beds.sch.uk.

Please return the completed Application Form either by email to recruitment@wootton.beds.sch.uk or by post to the HR Department, Wootton Academy Trust, Hall End Road, Wootton, Bedfordshire, MK43 9HT.

Wootton Academy Trust is committed to safeguarding the welfare of children and young people, and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

A NOTE FOR RECRUITMENT AGENCIES - We prefer to hire people directly. We'll be in touch if we need you!