

October 2024

Dear Candidate

Thank you for the interest you have shown in the permanent, part-time Receptionist/Administrator vacancy within our busy and vibrant Junior School.

We wish to appoint, an enthusiastic and friendly Receptionist to provide a warm welcome to the pupils, parents and visitors to our Junior School. This varied and interesting role also involves the postholder undertaking a range of routine administrative tasks to provide effective support to colleagues and ensure the smooth running of the School. The successful candidate will need to demonstrate flexibility in their approach to the work they carry out, be organised, and possess strong IT skills.

The successful candidate will be provided with a full induction, supportive line management and appropriate training. This role will be worked Monday and Tuesday, 8am to 4.30pm with a half hour unpaid break daily. Occasional weekend and evening working may be required.

If you wish to discuss this role, please contact our Junior School Office Manager, Esther Phillips via the School telephone number 01225 464313 Extn 739.

King Edward's School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo safeguarding screening, which includes successful clearance of an enhanced DBS check, receipt of satisfactory references and a pre-employment health questionnaire.

If you wish to apply for this role please download an application form from the School's website www.kesbath.com and forward along with your cover letter to our HR Department at HR@kesbath.com by no later than 8.30am on Monday 4 November 2024.

Yours sincerely



Tom Davies
Bursar & Chief Operating Officer