

A Community Seeking Excellence for All

Excellence: every person, every day



Robert
May's
School

RECEPTIONIST (Fixed term for 12 months initially, term time only)

To start as soon as possible

Grade B £18,562 - £18,877 pa FTE / £10,298 - £10,473 pa actual salary

24 hours per week (three days a week - Mon, Wed and Fri)

7:45am - 4.15pm (including a 30 minute lunch break)

Robert May's School is a high-achieving Academy Trust for 11-16 year olds in Odiham, Hampshire. We are seeking to appoint a temporary receptionist for three days a week to join us after the October half term to look after our front of house facilities.

Working as part of the Administration team in our busy school, you would be the first point of contact for students, parents, visitors and telephone callers. We would like you to have a good knowledge of Word and Windows applications plus experience of being a receptionist is desirable.

You should like meeting people, be able to carry out administrative tasks, be well-organised with the ability to multi-task and to work well as part of a team. Candidates must be able to work independently, under pressure and possess a professional, committed and enthusiastic approach to their work.

This is a temporary, term time position, initially to 31st October 2022. The appointed candidate will work alongside our current reception staff so training and support will be available.

Please see the school website <http://www.rmays.org/joining-us/vacancies/> for more information and an application form or contact Lisa Shackleton, HR Officer at recruitment@rmays.com

The closing date for applications is midday on **Monday 11th October 2021**.

Interviews will be held shortly afterwards.

Robert May's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an Enhanced Disclosure and Barring Service check along with other relevant employment checks.

West Street
Odiham
Hampshire
RG29 1NA

t (01256) 702700
f (01256) 703012
e info@rmays.com
www.rmays.hants.sch.uk

Robert May's School is a company limited by guarantee and registered in England and Wales with company number 7875747. The registered office is Robert May's School, West Street, Odiham, Hook, Hampshire RG29 1NA.

VAT Reg Number: 141579017