

## Job Advertisement

Governors seek the following appointment for February/March 2022



# COLLEGE RECEPTIONIST (Job Share)

**Job Title:** Receptionist (Job Share) – Wednesday afternoon to Friday afternoon

**Reporting to:** Office Manager

**Attendance:** 12.00pm – 17.00pm Wednesday  
08.00am – 17.00pm Thursday (30 min Break)  
08.00am – 16.30pm Friday (30 min Break)  
39 weeks - includes 5 Inset Days  
(21.25hrs per week)

**Salary:** NJC Grade 3, SCP 2-4 £18,198 - £18,933 pro-rata (Actual - £8,978.21 - £9,340.83 pro-rata)

## *‘Aspire not to have more, but to be more’*

Saint Oscar Romero

We are looking for an enthusiastic and committed team player, who will join us for the position of College Receptionist. In this busy and varied role, the receptionist will undertake reception and administration duties to ensure a smooth and efficient service to all students, teachers, parents, and College visitors.

The successful candidate will:

- have attention to detail and an ability to multitask to ensure that all tasks are executed effectively and efficiently
- have good communication and interpersonal skills with the confidence to support colleagues and students
- train and be part of the College First Aid team

Although training will be provided, experience of working in a school setting would be advantageous.

Working at All Hallows Catholic College and within our Multi Academy Trust is an opportunity to join a progressive learning community, inspired by Christian values, in a place where students enjoy learning.

**Application documents** can be found on All Hallows Catholic College website: <http://allhallows.org.uk/associate-staff-vacancies/>

You are required to complete the following documents:

Support Staff Application Form/Recruitment Monitoring Form/Rehabilitation of Offenders Disclosure Form

*All posts are offered subject to agreement to sign the CES contract of employment with the Holy Family of Nazareth Catholic Academy Trust and enhanced DBS clearance suitable for working with children and young adults.*

**Applications to the HR Officer** at All Hallows Catholic College, Brooklands Avenue, Macclesfield, Cheshire SK11 8LB  
HR@allhallows.org.uk

**Closing Date: Monday 7<sup>th</sup> February 2022 @ Noon**

**Interviews: Friday 11<sup>th</sup> February 2022**

✚ Honourable purpose ✚ Respect ✚ Compassion ✚ Cooperation ✚ Stewardship ✚

A Member of The Holy Family of Nazareth Catholic Academy Trust