



PRESTFELDE

PART-TIME SCHOOL RECEPTIONIST (MATERNITY COVER)

We are a thriving Co-educational Preparatory School in Shrewsbury, Shropshire with over 300 Pupils, aged 3-13 years. The School is situated on a beautiful 30-acre estate and offers flexi boarding supporting our independence and enrichment programs.

We are seeking an enthusiastic School Receptionist to join our busy administration team. The successful candidate will be the first point of contact for the School dealing with all visitors, pupils and staff.

This is an exciting opportunity to be part of a friendly and successful independent school being an integral part of Prestfelde's daily operation.

This is a maternity cover position ending January 2020 working term-time for two and a half days a week. The hours of work will be Wednesday afternoon 13:30 to 18:00, Thursday and Friday 09:00 to 18:00 with half an hour for lunch. Flexibility will be required to occasionally work during the School holidays on an ad-hoc basis.

The monthly salary for this position is £613 for working 21.5 hours per week. The salary also includes additional hours that have to be made up throughout the academic year to cover for holidays and sickness. Full details and an application pack are available on our website or from the HR Administrator, Claire Balmond.

Closing date: *Wednesday, 15 May 2019*

Interviews: *Monday, 20 May 2019*

Early applications are strongly encouraged. The School reserves the right to conclude the recruitment process before the closing date should the ideal candidate be identified.

Prestfelde School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.