



College Receptionist

St Bede's College is a leading Catholic Independent Co-educational Grammar School in Manchester. Our aim is to inspire excellence and instil values in every aspect of College life so that all our pupils become well-rounded and capable individuals.

We are seeking to appoint an enthusiastic College Receptionist to join our busy Administration team to ensure provision of an effective administrative and clerical support service to the College. The role will involve working on a busy reception, welcoming visitors to the College, taking phone calls and messages and responding to telephone, email and face to face enquiries from parents, staff, pupils and the public. In addition, you will also be involved in a variety of other tasks such as incoming and outgoing post and deliveries, room bookings, and other general administration duties.

The role is term time only plus three weeks over the holiday period and the successful candidate will cover the morning session. The working hours are as follows:

- Monday - Friday (07:30-13:00)
- Minimum 27 ½ hours per week

The salary will be Support Staff Grade 15 – 17 (£17,041 - £17,864) pro rata £10,235 - £10,729

St Bede's College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All candidates will be required to provide at least two referees and submit to a full DBS check.

For an application pack please download the documents from the College website (www.sbcm.co.uk) or contact Mrs Bernadette McGoff (bmcgoff@stbedescollege.co.uk). Completed application forms should be sent to Mrs Bernadette McGoff.

Closing date for applications is Wednesday 4th January 2017

Interviews will take place the week commencing Monday 9th January 2017