



## **ROLE: RECEPTIONIST**

*NJC Grade 2 SCP 2 (£22,366 FTE - this will be subject to pro rata, actual salary £9,655)  
Casual - 15 hours per week, Term-time only (8.15am-11.15am Monday-Friday)*

## **CLOSING DATE: FRIDAY 12<sup>th</sup> APRIL 2024**

The Governors of Ruskin Community High School are seeking to appoint a highly motivated individual to join their Reception Team. The successful candidate will need to be motivated, solution focused and flexible. Ideally you would have at least one years' experience of working in a school. You must be open to change, should work well as part of a committed team and must be able to cope with the various demands of working in a busy, engaging, exciting and successful secondary school.

The main focus of this role is to:

- Act as initial point of contact for visitors to the school
- Provide a reception and telephone answering service (both internal and external)
- Undertake a range of administrative duties

Candidates will demonstrate:

- Strong communication and interpersonal skills
- A proactive approach in meeting deadlines
- Excellent organisational skills
- A clear commitment when supporting the overall ethos and aims of the School
- Excellent numeracy and literacy skills

To apply on line please follow the link to <https://ruskin.face-ed.co.uk>

For an application pack and further details of this position you can also visit the School Website at [www.ruskinhighschool.co.uk](http://www.ruskinhighschool.co.uk) or email [recruitment@ruskin.cheshire.sch.uk](mailto:recruitment@ruskin.cheshire.sch.uk)

Application forms must be returned for the attention of Miss H Goodwin, School Business Manager. It is acceptable to send applications via email to [recruitment@ruskin.cheshire.sch.uk](mailto:recruitment@ruskin.cheshire.sch.uk) or by post to Ruskin Community High School, Ruskin Road, Crewe, CW2 7JT.

***Please note – CVs will not be accepted.***

Ruskin Community High School is an equal opportunities employer. Our school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are subject to enhanced DBS checks and references.

Telephone enquiries about the post will be welcomed if applicants require any further information at any time on 01270 560514.

It will not be possible to acknowledge application forms nor to inform unsuccessful candidates that an appointment has been made. The vacancy will close sooner if we receive a large number of applications. *Please be advised that this post will be advertised on CEC Website, Ruskin Website and internally*