



**RECEPTIONIST/ADMINISTRATOR**

**Required for May 2018**

**Scale 2 Point 12-14**

**£16,123 - £16,781 (pro rata)**

**37 Hours per week, term time plus professional days (39 weeks)**

An opportunity has arisen for an additional Receptionist/Administrator to provide a professional reception service for all students, parents and visitors to St Ivo School.

The successful candidate will possess good interpersonal and administrative skills together with the ability to deal confidently with people at all levels. Excellent communication skills are key to the role; as a Receptionist/Administrator you will have a flexible approach to work, working on your own initiative and as part of a team as and when required.

St Ivo School is one of the largest Academies in Cambridgeshire. Awarded 'Good' by Ofsted across all areas in our summer 2016 inspection our school is simply a great community in which to work and thrive.

*Our school is committed to safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. Appointment to this post would be subject to an enhanced DBS check and satisfactory medical and employment references.*

If you would like to join our administrative team in an exciting and challenging role, please visit our website: <http://stivoschool.org/job-vacancies>

If you have any queries, please contact Emillie Newell, PA to Headteacher/Clerk to the Governors: [office@stivoschool.org](mailto:office@stivoschool.org) or 01480 375401.

**Closing date:** 20 April 2018 9:00 a.m.

**Interviews:** To be held week beginning 23 April 2018 (shortlisted candidates will be informed of the exact date)

*The school reserves the right to interview shortlisted candidates during the application window (if applicable).*