

**Marden High School**

North Shields

**PART TIME RECEPTIONIST (Permanent)**

# Five afternoons per week

# Monday – Thursday 12.15pm – 4.30pm

**Friday – 12.00pm – 4.00pm**

Grade 4 (195 days): £20,124 - £20,460 (pro rata)

Marden High School is well known for its high academic standards, strong sense of family and very high level of student support.

We wish to appoint a capable part time receptionist to staff the busy reception area at Marden High School, 5 afternoons per week. Duties include answering telephone enquiries, dealing with visitors, parent and student enquiries, post, deliveries and general administration. The ability to work quickly, accurately and on your own initiative is essential as is a pleasant manner and good keyboard/IT skills.

Potential candidates are welcome to contact Matt Snape, Headteacher, for an informal briefing on 0191 2962771.

Closing date: 9am on Tuesday 16 July 2024

Interviews: Thursday 18 July 2024

Application packs can be downloaded from our website: [www.mardenhigh.net](http://www.mardenhigh.net)

(Please do not submit CVs as they will not be considered)

*Marden High School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake an enhanced DBS disclosure and a range of other recruitment checks.*