



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

Receptionist (AM)

22.5 hours per week (08.00am – 12.30pm)

38 weeks per year

Grade 3 (£9,425 - £9,805) Actual

The school is seeking to appoint a morning receptionist, preferably with previous experience to join the school administration team. The successful applicant will provide a highly professional reception service to students, parents, contractors and visitors to the school. They will also undertake additional administration tasks as required.

Whilst school experience would be beneficial, we are looking for applicants with administrative experience in a busy environment with the drive and ability to learn on the job. Attention to detail and follow through a task to completion are essential, as is willingness to be first aid trained.

You should enjoy working with young people, with a passion for contributing to their development and success.

Application forms and further details are available to download from the school website www.epchs.co.uk

Applications should be returned by: **9.00am Thursday 21st July 2022**

Interviews will be held: **Friday 22nd July**

Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an enhanced DBS criminal check.

In partnership with the RC Diocese of Shrewsbury and Cheshire West and Chester Council

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ
Tel: 0151 355 2373 Attendance Line: 0151 513 4453
Email: admin@epchs.co.uk www.epchs.co.uk
Headteacher: Mrs C. Vile B.Ed. Hons

