



St Albans Girls' School

Specialist Business and Enterprise Academy

Receptionist with First Aid Responsibilities

H3 (actual salary £14,217 per annum)

32 hours per week – 8.00am – 4.30pm (4 days)

Permanent/Part Time

Term time plus two week

We require a Receptionist with First Aid Responsibilities and outstanding interpersonal skills and IT competency. The successful candidate will act as first point of contact for answering the telephone, meeting and greeting visitors to the school and managing student queries and assisting in the student Medical Room.

We are based in St Albans and as ATLAS Multi Academy Trust, manage three schools in Hertfordshire, a richly diverse area in an exciting period of development.

St Albans Girls' School, age range 11 – 18 is an Outstanding school (Ofsted February 2013) with over 1,300 students. We are a highly regarded, oversubscribed and friendly all-ability school. GCSE results place us in the top 100 secondary schools in the country and the top 2% nationally for student progress.

The school has an excellent reputation within the local community with strong support from Governors, Parents, Students and a dedicated and highly motivated team of staff.

For further details and an application form please visit www.stags.herts.sch.uk or www.teachinherts.com/www.tes.com/www.indeed.co.uk

Completed application forms and a covering letter should be sent to:
personnel@stags.herts.sch.uk

Closing date for receipt of applications: Wednesday 8 January 2020

Interviews to take place: Monday 13 January 2020

We welcome visits from potential applicants.

Mrs Julie Robin – HR & Personnel Assistant on 01727 853134.

St Albans Girls' School is an Academy Trust. We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.