



St Alban's Catholic High School



“Learning, Respecting, Caring”

Student Receptionist

Permanent Contract

Starting Salary £22,738 FTE (£9,389 actual)
18 hours per week / 39 weeks per year (term time + 1 week)
Monday – Wednesday 8:30am to 14:30pm

The Governors are seeking to appoint an enthusiastic and committed individual to join our Office team. The successful candidate will provide a friendly and efficient reception service for the school, acting as first point of contact for students, parents and staff, ensuring all enquiries and queries are dealt with effectively and in a timely manner to facilitate the smooth running of the school.

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. Our mission statement is 'Learning, Respecting and Caring' and through this mission we aim to inspire, challenge, support and value every student to achieve their potential.

All staff have a responsibility and have a duty to ensure that their work and interaction with all individuals fully reflects the school's distinctive ethos and mission statement as a Catholic School.

All offers of employment will be subject to an Enhanced Disclosure and Barring check, evidence of Right to Work in the UK and satisfactory completion of all other pre-employment checks.

Further details and an application form are available on the school website:
www.st-albans.suffolk.sch.uk or on TES.

Application and disclosure forms should be submitted electronically via TES or to
recruitment@st-albans.suffolk.sch.uk

Closing date: 4th December 2023
Interview Date: TBC

Completed application **and** disclosure forms to be submitted electronically via TES or to:
recruitment@st-albans.suffolk.sch.uk

