



**Shaping Exceptional Futures**

**BEBINGTON HIGH SPORTS COLLEGE  
Higher Bebington Road  
Bebington  
Wirral  
CH63 2PS**

**Required: ASAP  
Closing date: Friday 25<sup>th</sup> May 2018 – 12 noon  
Salary: £9,641 to £9,810**

## **School Receptionist**

**Part Time – Job Share**

**25 Hours (TBC)**

The Headteacher and Governors of this successful and popular 11-18 co-educational, all-ability school are seeking to appoint a part time School Receptionist.

The successful candidate will be joining a school in which it is rewarding to work, surrounded by a team of committed and highly motivated staff. The Successful candidate will be the first point of contact for the School, dealing with all visitors, pupils and staff.

We would expect candidates to:

- Possess qualifications in English and Maths to at least Grade C GCSE equivalent
- Have worked in an educational environment
- Have a working knowledge of school based ICT systems
- Have effective time management skills
- Have excellent interpersonal skills

Further details are available from Mrs S Turner, Headteacher's PA; telephone 0151 641 6683 or email [sturner@bebingtonhigh.wirral.sch.uk](mailto:sturner@bebingtonhigh.wirral.sch.uk)  
Application details can be downloaded from our website [www.bebingtonhigh.com](http://www.bebingtonhigh.com)

This post is subject to an Enhanced Level DBS check. The school is committed to safer recruitment and vetting procedures.

All applicants will be considered on the basis of suitability for the post regardless of sex, age, race or disability.