



Receptionist

JOB DESCRIPTION

St John's Beaumont is a Roman Catholic (Jesuit) Day and Boarding preparatory school for boys aged between 3 and 13.

This school is looking to appoint a well-presented, confident and qualified person to manage a busy prep school reception as the role of Receptionist. The hours of work are 9am – 6pm Monday to Friday, term time only, (approx. 36 weeks per year).

The role would suit someone who has strong secretarial skills and a customer service background, who has the ability to multi task and possesses exceptional problem solving skills. The person needs to be able to thrive in a busy and purposeful environment and possess outstanding administrative, organisational and communication skills. The position offers a salary of £19k - £21k per annum, depending on experience.

Further information and an application form can be obtained from the Job Vacancies section of the school's website or from the Bursar's Office, please email bursar@sjb.email

St John's Beaumont is committed to ensuring the safety of its pupils and as such any successful candidate will be subject to an enhanced check by the (DBS) Disclosure and Barring Service.

www.sjbwindsor.uk