



The Hampshire School

C H E L S E A

Early Years | 5 Wetherby Place, London, SW7 1NX | 020 7370 7081
Pre-Preparatory and Preparatory | 15 Manresa Road, London, SW3 6NB | 020 7352 7077
www.thehampshireschoolchelsea.co.uk

Front of House School Receptionist **Required for April 2019**

The Hampshire School is seeking to appoint a highly organised, effective and enthusiastic front of house Receptionist at this highly successful 3-13+ preparatory school in Chelsea.

We are looking to appoint a Receptionist to provide an excellent front-of-house service to all visitors, staff, governors and pupils at the School. The Receptionist will answer all incoming telephone calls, greet visitors and provide efficient administrative support. The successful applicant will have excellent communication skills, an approachable, professional and welcoming manner, sound organisation and administration expertise, an ability to work pro-actively both independently and as part of a team, good IT skills and the personal qualities to deliver a high level of service.

Working pattern:	Full time, 5 days per week, permanent position
Hours:	8 hours per day, 40 hours per week.
Start and finish time:	08:00 – 17:00
Salary:	Circa £23,500 per annum, depending on skills and experience
Start date:	April 2019
Closing Date:	Friday 22 March 2019 at 12 noon
Interview date:	Tuesday 26 March 2019

For an application form and job description please contact Miss Doyle using the email address: recruitment@thehampshireschoolchelsea.co.uk telephone: 020 7352 7077 or download the documents from the School website www.thehampshireschoolchelsea.co.uk. Applications should be addressed to the Head, Dr Edmonds.

The Hampshire School is committed to safeguarding and promoting the welfare of children and young people and have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant pre-employment checks, including checks with past employers.