



Receptionist

Required ASAP

Salary - £15,771.77

Hours per week: 8.30am – 4.00pm, Mon-Fri, 40 weeks per year (term time plus one week in school holidays)

Heathermount is a non-maintained specialist school in Ascot owned by the Disabilities Trust. The school provides education for children and young people aged between 4-19 years who have a diagnosis of an Autism Spectrum Condition and associated disorders.

We are seeking to appoint a receptionist to provide a welcoming, professional, and efficient first point of contact to all visitors to the school.

Other duties will include:

- Assisting with all hospitality required for visitors and meetings
- Ensuring that the reception area is clean, tidy, and welcoming always
- Dealing with all incoming and outgoing mail
- Maintaining filing systems, records and spreadsheets as required
- General admin duties

The post will require the successful applicant to undertake any such duties as may be assigned which are consistent with the nature of the job and the level of responsibility. Suitable candidates must be organised, proactive, flexible, and able to work calmly under pressure. You must have excellent communication skills and good levels of literacy and numeracy. You must be IT literate with a good level of Word and Excel, and you must have good typing skills. Previous experience of working in a school office would be an advantage. Additional training will be given.

Heathermount is committed to safeguarding and promoting the welfare of its students. All positions are subject to receipt of a satisfactory Enhanced DBS check, Barred List check and 2 satisfactory references from previous employers.

Visits and informal discussions are warmly welcomed and encouraged. Please contact Julie-Ann Stone on 01344 875101 or by email to admin@heathermount.co.uk. For an application pack visit: www.thedtgroup.org

Closing date: 10/06/2022

Interviews: W/C 13/06/2022