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**HITCHIN BOYS' SCHOOL**

An Academy Trust

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## **School Receptionist**

**25 Hours per Week**

**Monday to Friday, 8:00-13:00**

**Term Time only**

**Grade: H2.3 (FTE £18,562)**

**Actual Starting Salary £10,415**

Hitchin Boys' School (HBS) is a successful over-subscribed school with academy status. Following Ofsted's visit in September 2021, we were delighted to announce that we have once again received top marks by retaining the judgement of 'Outstanding'.

An exciting and rare opportunity has arisen for a conscientious and enthusiastic part time Receptionist to join our friendly admin team. Working hours are Monday to Friday 8am to 1pm, term time only.

We are looking for an individual with outstanding communication skills, in particular face to face and on the phone. You will be the first point of contact, welcoming students, parents/carers and other visitors so exceptional interpersonal skills are a must. A calm and professional manner and a high degree of confidentiality are also prerequisites. This is a vital position with responsibility to ensure all our visitors are treated courteously and appropriately whilst upholding the school's stringent safeguarding procedures. A good level of computer literacy is essential (Outlook/Gmail, Excel, Word).

You will need to be a team player but also be able to work independently, show great flexibility and have outstanding organisation skills. The successful candidate will hold a First Aid at Work certificate or be prepared to undergo the training provided by us to achieve this. This role requires the successful candidate to administer first aid to students, visitors or staff as required.

Previous experience working in a school environment would be desirable but not essential. You will be well supported amongst an established and friendly admin team.

Hitchin Boys' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be carried out for all posts.

Further details and an application form are available on the [school website](#). Completed forms should be emailed to Becky Rose, PA to School Business Manager, at [brose@hitchinboys.co.uk](mailto:brose@hitchinboys.co.uk).

**Closing date: 12 noon on Friday 28<sup>th</sup> January 2022**

**Previous candidates need not apply. We retain the right to close the deadline early if a suitable candidate is identified.**

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Head Teacher: Mr F Moane

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**Ofsted  
Outstanding  
2021/2022**

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