

September 2014

Dear Applicant,

**PART TIME RECEPTIONIST (Maternity Cover)**  
**Five mornings per week 8am – 12.30pm (52/52)**

Thank you for your interest in the above mentioned position which is to commence as soon as possible.

Marden High School is a high attaining school, with examination results well in excess of national standards.

The successful candidate will be the public face of Marden High School. He or she will be the first person our visitors encounter. It is, therefore, vital that this individual epitomises the high values we represent and has the interpersonal skills to provide a warm and professional welcome.

If after reading the attached material you would like to apply for the post please complete the application form and submit it, together with a letter of application, outlining your experience and the qualities you will bring to this position. Please do not enclose a CV as it will not be considered.

Applications can be emailed to [a.davidson@mardenhigh.net](mailto:a.davidson@mardenhigh.net) or posted to the school address.

The closing date for applications is 9am on Thursday 25 September 2014.

Yours faithfully,



Jonathan Morris  
**Headteacher**

***All members of staff at Marden High School are periodically required to undergo rigorous safeguarding checks as part of our commitment to the safety and welfare of our students.***