

December 2015

Dear Applicant,

**PART TIME RECEPTIONIST – Term time + 3 specified days
Five mornings per week 8am – 12.30pm**

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 should be emailed to e.scott@mardenhigh.net

The closing date for applications is 9am on Monday 4 January 2016.

Yours faithfully,



Alison Jackson
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.