



Marden High School

October 2016

Dear Applicant,

PART TIME RECEPTIONIST (Permanent) - Five afternoons per week (195 days)
Monday – Thursday 12.15pm – 4.30pm
Friday – 12.00pm – 4.00pm

Thank you for your interest in the above mentioned position which is to commence on Monday 5 December 2016.

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 e.scott@mardenhigh.net or posted to the school address.

The closing date for applications is 9am on Monday 31 October 2016 and interviews will take place on Friday 4 November 2016.

Yours faithfully,

Matt Snape
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.