

Receptionist

We are looking for a highly motivated and efficient Receptionist to be the first point of contact for all staff, students, and visitors to the School. The Receptionists are responsible for maintaining a professional front-of-house service, answering, and directing switchboard calls and dealing with face to face queries.

The successful candidate will have previous experience of working in a busy reception environment with experience of operating a switchboard.

Working hours: Monday to Friday from 11:30 am to 7:30 pm.

Salary: £24,610 to £27,500 per annum.

Closing Date: Friday 27 November 2020

We reserve the right to appoint before this deadline and encourage early applications.

How to apply: Please visit <https://jobs.cityoflondon.gov.uk/>, reference **CLS092** or contact cru@cityoflondon.gov.uk.

City of London School are committed to safeguarding and promoting the welfare of young people and requires the same commitment from all their staff.

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate, medical clearance, confirmation of the right to work in the UK and overseas police checks where necessary. The schools undertake further checks as necessary including prohibition from teaching and management checks. This post is exempt from the Rehabilitation of Offenders Act 1974.

City of London School are committed to Equal Opportunities and welcomes applications from all sections of the community.