

Kirkham Grammar School

HMC Independent Co-Educational Day and Boarding School (3 – 18 Years)

Junior, Infant and Pre-School Receptionist/Secretary

Permanent, full-time, term time, Monday - Friday

An opportunity has arisen for a Receptionist/Secretary at our
Junior, Infant and Pre-School

The successful applicant will:

- Be responsible for the school's reception and switchboard;
- Assist the Headmistress's PA in all aspects of administration;
- Be proficient in the use of ICT, including Microsoft Office packages;
- Be highly organised and an excellent communicator.

Further details and application form can be downloaded from our website at www.kirkhamgrammar.co.uk or by contacting Miss S L Felton, HR Administrator, Kirkham Grammar School, Ribby Road, Kirkham, Preston. PR4 2BH

Tel: 01772 684462

e-mail: sl.felton@kirkhamgrammar.co.uk

Closing Date for Applications: 12 noon on Friday 23 July 2021

Kirkham Grammar School is committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS clearance will be undertaken by the school