

## **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 highly organised and an excellent communicator.
- 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;
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Further details and an application form can be downloaded from our website at [www.kirkhamgrammar.co.uk](http://www.kirkhamgrammar.co.uk) or by contacting Miss S L Felton, HR Manager, Kirkham Grammar School, Ribby Road, Kirkham, Preston. PR4 2BH

Tel: 01772 684462

e-mail: [sl.felton@kirkhamgrammar.co.uk](mailto:sl.felton@kirkhamgrammar.co.uk)

Closing Date for Applications: 9.00 am Wednesday 29 June 2022

Interview Date: Thursday 30 June 2022

*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*