



**Receptionist**  
**37 HOURS PER WEEK, 38.4 weeks per year (term time plus 2 inset days)**  
**Scale: 3, point 14-17**  
**£16781 - £17772 (£14393 - £15243 pro rata)**

The Governors of Chesterton Community College are looking to appoint a Receptionist.

We seek a receptionist with excellent prioritisation and communication skills. The ability to liaise with a wide range of people is vital for the smooth running of this busy community school reception. A high degree of flexibility, confidentiality and autonomy is required. Training will be given, but responsibilities will include greeting visitors and acting as their first port of call, dealing with telephone enquiries, providing administration assistance for staff and students, general first aid, managing lost property and dealing with internal and external mail.

Chesterton is working at an outstanding level: we recently received our second letter from Nick Gibb, naming us as one of the top 100 non-selective state schools. This is an exciting time to be joining our thriving academy as we embark on a £10 million re-development of our facilities and expand our Trust. This is an exciting time to be joining our thriving academy.

**Closing date: Tuesday 20<sup>th</sup> February**  
**Interview date: TBC**

Details of Chesterton Community College and the application pack are available via the college website [www.chestertoncc.net](http://www.chestertoncc.net) (click on Vacancies) or telephone 01223 712150 Ext 111.

Please e-mail a completed application form to [sizzard@chesterton.cambs.sch.uk](mailto:sizzard@chesterton.cambs.sch.uk) or post it to Mrs Suzanne Izzard (PA to the Head Teacher), Chesterton Community College, Gilbert Road, Cambridge, CB4 3NY.

**Chesterton Community College uses safe recruitment procedures to ensure the welfare of children. All applicants are required to complete a DBS check and only applications submitted on the College's application form will be considered. All shortlisted applicants should expect to be called for interview no more than 5 working days after the closing date. If you have not heard from us by then you can expect that your application to be unsuccessful. Visits to the college are welcome.**