



Comberton Village College
West Street
Comberton
Cambridgeshire
CB23 7DU

Tel: 01223 262503
Email: personnel@combertonvc.org
Website: www.combertonvc.org

Receptionist/Administrator

Scale 2 (range 4 - 5) £18,933 - £19,312 FTE

Actual based on hours worked including holiday pay is £10,888.44pa

25 hours per week, term time only plus 5 training days
Monday – Friday 8:00am - 1:00pm

Required – April / May 2021

Comberton Village College is looking to appoint an enthusiastic and driven Receptionist/Administrator to deliver an efficient and effective reception service to the College.

Key duties of this role include acting as the main point of reception contact for all enquiries, administrating whole-school pupil support and information systems, receiving visitors/callers to the school and undertaking all administrative and clerical tasks.

How to apply:

Please complete and return the Support Staff Application form located on our website www.combertonvc.org/contact-us/current-vacancies. Your application should be supported by a letter of application (consisting of no more than 2 sides of A4 printed) which explains the reason for your interest and your relevant track record that confirms you could fulfil the expectations of the role

Applications should be submitted to: Mrs L Atherton, HR Manager on personnel@combertonvc.org or via the post, as soon as possible but no later than midday on **Wednesday, 14th April 2021**.

Please note that we do not accept applications by CV.

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check and a medical questionnaire.