



FARRINGTONS SCHOOL

Perry Street

Chislehurst Kent BR7 6LR

Head: Mrs Dorothy Nancekievill, MA, BMus, HonARAM

www.farringtons.org.uk

December 2017

Dear Applicant

Thank you for your interest in Farringtons School. The post is for a **Receptionist/Administrative Assistant** working in the Junior School Reception.

We are looking for a committed and experienced Receptionist to cover our busy reception area to start as soon as possible. The post available is term-time only including INSET days and 10 days in the summer (total 38 weeks), working 8am to 4pm Monday to Friday. We will consider job sharing. The Salary is pro-rata of £21,519. Some holiday cover may be required.

There is a vibrant spirit of teamwork and co-operation within the school, and we are looking for a "can do" person who works both collaboratively and positively.

The successful candidate will be organised, reliable and an excellent communicator, as the core purpose of the role is to provide a comprehensive, professional reception service to the Senior School.

In your supporting statement please include the following points:

1. Your experience to date
2. How you meet the requirements in the person specification
3. What you can offer Farringtons School

Farringtons School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and enhanced disclosure through the Disclosure & Barring Service.

If you would like any further information please do not hesitate to contact me. You may like to look at our website www.farringtons.org.uk as a further source of information. Completed applications should be returned by e-mail to recruitment@farringtons.kent.sch.uk, by Monday 15th January 2018.

I look forward to receiving your application.

Yours sincerely

Mrs Dorothy A Nancekievill
Head

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