



Advert

Receptionist

Based in Bowdon, Cheshire

Term time (38-39 weeks per year)

Full time

£13,173 per annum

Bright Futures Educational Trust is a multi-academy trust, with eight partner schools. Our Head Office is based at Altrincham Girls Grammar School, in Bowdon Cheshire.

We are looking to appoint a receptionist at our head office, to work during the term time. Key duties will involve handling phone calls, visitors to the head office and general administration.

The successful applicant needs to be able to work independently, show initiative in handling situations and have excellent Microsoft Office skills. The post is ideal for someone who would like to be off during school holidays.

Full details of the job, the experience and skills required and details of how to apply can be found on our website: <http://bfet.co.uk/vacancies/>

Closing date for receipt of applications (no CVs please) is 20th September 2017.

BFET is committed to safeguarding and promoting the welfare of children and young people and it is expected that all applicants will share this commitment. DBS checks will be carried out on all successful candidates.