



Altrincham Grammar
School for Girls
Bright Futures EDUCATIONAL TRUST



ALTRINCHAM GRAMMAR SCHOOL FOR GIRLS AFTERNOON RECEPTIONIST

Salary Scale 2 £15,807 - £16,491 pro rata (actual salary £8,868)

Term Time Only, plus 5 extra days

Required as soon as possible

The Bright Futures Educational Trust (BFET) is a partnership of schools based in the North West. The Trust's core aim is to offer a quality education that guarantees choices for every one of our pupils. There are currently eight schools within the Trust. Our values of hard work, passion and integrity are at the heart of everything we do.

AGGS is located on three sites with the Reception situated on the main school site on Cavendish Road. You will manage a busy reception and report to a senior member of staff. The position offers a variety of tasks and the successful applicant will need to be an excellent time manager, self-motivated and a good team worker.

Please return your application to Mrs C Williams recruitment@aggs.bfet.uk at the school by midday on Monday 19 February 2018. Interviews are to be held as soon as possible after this date.

Please note that due to equal opportunities and safeguarding regulations, applications will be accepted by application form only. Please do not send CVs. Supporting documents/letters of application are welcomed.

ADDITIONAL INFORMATION

Further information about the school, a copy of the school's prospectus and the most recent OFSTED inspection are available from the school's website www.aggs.trafford.sch.uk. 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.