

RECEPTIONIST – with responsibility for pupil first aid
Monday to Friday – full year
8am to 4 pm (with an hour for lunch – unpaid)

St Hilda's in Bushey are looking for a Receptionist. You should have good customer service skills and able to provide a welcoming and helpful 'face' of St Hilda's. You should also be able to work efficiently and effectively in a busy environment and have strong IT skills.

Please refer to the attached Job Description and if you are interested in the role, please complete the attached Application Form and return to vacancies@aldenham.com or post to HR, Aldenham School, Elstree, Hertfordshire WD6 3AJ.

CLOSING DATE: 4pm Monday 21 August 2017.
Interviews will take place on Wednesday 23 August 2017.