



May 2024

Dear Applicant

**Re: School Receptionist**

Thank you for your interest in our vacancy for Receptionist in our School. I enclose an application pack for candidates, which contains information about our School, the position of School Receptionist and an Application Form. The role is part time (6.5hours), term time only and permanent. The working pattern is

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School Receptionist – Every Monday, 8.30am – 3.30pm

I hope you will be able to take advantage of the opportunity to visit our website over the next couple of weeks. If you would like to visit prior to submitting an application or like additional information, then please email me on [head@chertsey.surrey.sch.uk](mailto:head@chertsey.surrey.sch.uk) or call the office on 01932 562225 to arrange a time to talk or an appointment.

Please complete the application form fully, as well as addressing the items on the Job Profile in your supporting statement. Please also check that you have given details of your referees, one of whom should be your current or most recent employer, and another should be someone who is able to comment on your performance at work from a position of responsibility, not as a peer. Please be aware that if you are offered an interview we will take up references and complete online checks at this stage. Note that CVs will not be accepted as applications.

Salary is based on Surrey Pay S3 FTE £23,576 pro rata.

The closing date for receipt of completed applications is 12 noon on **Friday 17<sup>th</sup> May 2024** and interviews will be held week beginning 20<sup>th</sup> May. We will be contacting candidates as soon as possible after shortlisting.

Please return completed applications to Chezelle Wilson-Williams, HR & Training Administrator, [office@chertsey.surrey.sch.uk](mailto:office@chertsey.surrey.sch.uk). Thank you very much for your interest. I wish you success with your application.

Yours sincerely

Anita Cheeseman  
Head of School