



The  
Chalfonts  
Community  
College

*"Success is  
an Attitude"*

Principal: Russell Denial

## "The Chalfonts Community College is a Good and Improving School." Ofsted June 2017

Join an outstanding hard-working team totally committed to an innovative, caring and aspirational learning community for all!

Required September 2019

### RECEPTION CLERICAL ASSISTANT

£14,000 per annum (FTE: £17,691.95)

Full-time (term time only) - 35 hours per week (8.30-4.30pm)  
Job Share may be available for suitable candidates

We require a Reception Clerical Assistant/s with good administrative skills, excellent telephone manner and a lively personality to support the work of the Reception Manager. Training will be given.

All enquires please contact - Mrs Emma Beck, The Chalfonts Community College,  
Narcot Lane, Chalfont St Peter, Bucks SL9 8TP

Tel: 01753 882032 e-mail: [emmabeck@chalfonts.org](mailto:emmabeck@chalfonts.org)

The College is committed to safeguarding and promoting the welfare of Children and expects all staff to share this commitment. A criminal record check via the DBS will be undertaken for the successful applicant.



**Closing date: Friday 13<sup>th</sup> September 2019**  
**Interviews: Upon Application**

Please visit our website at [www.chalfonts.org](http://www.chalfonts.org)