



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 January 2019 (or sooner)

RECEPTION MANAGER **£21,000 per annum**

Full-time – 37.5 hours per week (7.45am - 4.15pm Monday to Friday)
20 Days Annual Leave

We are looking for a motivated individual to manage our busy Reception Office. The Reception Manager will be responsible for the day to day management, co-ordination and supervision of Reception including appointments and all aspects of the school system. The post holder will be responsible for managing the team of Receptionists and ensure their further development through training. You will act as the 'face' of the school and ensure visitors receive a heartwarming welcome. You will also coordinate all front desk activities, including calls, visitors and student services.

As a front office manager, you should combine a pleasant personality with a dynamic professional attitude to supervise and lead our team. The ideal candidate will be able to work under pressure, must have excellent communication skills and a good work ethic. You must be able to work as part of our team as well as on your own and have good administrative skills (Microsoft Office) and an excellent telephone manner.

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

Closing date: Friday 23rd November 2018

Interviews: Week beginning 26th November 2018

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.



**Please visit our website at www.chalfonts.org
Join us on Twitter @CCChalfonts**