

Roedean

An independent 11-18 girls' day and boarding school in Brighton

Required as soon as possible

Receptionist/Administrative Assistant (full time, full year – part time would be considered)

At Roedean, we are dedicated to providing a world-class education that inspires and empowers girls aged 11-18 to achieve their full potential. Our stunning cliff-top location overlooking the sea, combined with our rich heritage and commitment to academic excellence, makes Roedean a truly unique and inspiring place to learn and work. We are proud of our inclusive and supportive community where every student is encouraged to pursue their passions and develop the skills they need for future success.

We are seeking an outstanding Receptionist/Administrative Assistant to provide an excellent reception service to the school, dealing with visitors and enquiries in an appropriate and friendly manner and to contribute to the smooth running of the school office. Previous reception and office experience are essential, as are excellent IT and communication skills.

Hours – 8am – 5.30pm, Monday to Friday. If part-time, hours would be 8am – 12 noon or 1pm – 5.30pm.

We welcome your interest in being part of our journey at a time of continued development.

Roedean is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Please download an application pack from our website (www.roedean.co.uk/Vacancies) or contact Louisa Butler via vacancies@roedean.co.uk. Please note we do not accept CVs.

Closing date: 9am, 7 October 2024.

Due to the need to appoint quickly we reserve the right to interview an appoint at any time.