



St JOHN'S SCHOOL

A Merchant Taylors' School

Potter Street Hill, Northwood, Middlesex HA6 3QY

A thriving I.A.P.S Day School of 350 boys (3-13), attractively situated on a 35 acre site in London's Green Belt.

Afternoon Receptionist / School Secretary (possibility to job share with morning receptionist)

12:45pm – 5:45pm, term time + INSET days and 2 weeks (3 days at the end of summer term and start of Autumn term and one day before and after the end of the other terms) (5 hours per day, 42 weeks £13,650 PA)

As a School Receptionist at St Johns School Northwood, you will play a crucial role in providing administrative support and maintaining efficient operations within the School. In addition to your receptionist duties, you will also be responsible for ensuring the safety and well-being of students by delivering basic first aid care when required. Your role will involve greeting visitors, answering phone calls, and managing administrative tasks including placing orders with various suppliers.

For further details, job description, person specification, and application form please follow this link: [St John's School Vacancies Website Link](#).

Closing date: 31st January 2024

Interviews will be held during the week commencing Monday 5th February 2024

Start Date: 19th February 2024 (if the suitable candidate is available)

Tel: 020 8866 0067

E-mail: HeadsEA@st-johns.org.uk

Website: www.st-johns.org.uk

The School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced check for Regulated Activity from the DBS.

**(A Merchant Taylors' Educational Trust School)
(Charity Number 1063738)**