

QUEEN ELIZABETH'S GRAMMAR, ALFORD

A Selective Academy

11-18 Co-educational Grammar

“an Outstanding school”
[Ofsted]



Receptionist/Secretary Required for October/November 2021

Queen Elizabeth's is a friendly school community with high expectations. We are looking to appoint a Receptionist/Secretary who would like to join our small and friendly administrative team. Our academy receptionist is an important member of the support team and we are looking for someone with integrity and very good communication skills (including a high grade in GCSE English Language or the equivalent standard).

Ideally, the person appointed will:

- have some experience of working as a receptionist/secretary
- have an excellent command of English, including very good spelling and punctuation.
- be well organised
- enjoy working in a school environment as part of a small administrative and secretarial team

For further details please visit our website, www.queenelizabeths.co.uk.

In return we can offer a pleasant working environment with like-minded dedicated and supportive colleagues.

A completed application form and covering letter should be submitted to Mr G Thompson, Headteacher, by 5.00 pm on Friday 8 October 2021

Queen Elizabeth's Grammar, Alford
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W: <http://www.queenelizabeths.co.uk>

Applicants should note that this post is subject to enhanced DBS clearance.

