



**ADVERTISEMENT FOR PERMANENT POSITION  
OF ADMISSIONS OFFICER WITH RECEPTION DUTIES**

**SALARY:** Scale 4 – Spine 18-21

Full Time 36 Hours per week- 52 weeks per year

**START DATE:** ASAPC

**JOB DESCRIPTION:** Request Application Pack

**SELECTION BY:**

- (i) Submission of personal statement / Application to Headteacher.
- (ii) Interview.

**CLOSING DATE:** Monday 18th December 2017.

**INTERVIEWS:** Wednesday 20<sup>th</sup> December 2017.

**Time TBC**

**MORE INFORMATION PLEASE CONTACT THE SCHOOL**