**TWYFORD SCHOOL, WINCHESTER, HAMPSHIRE, SO21 1NW**

**Tel: 01962 712269**

IAPS co-educational day/boarding school – 400 pupils

**Part-time Receptionist required immediately**

Closing date for applications: Midday, 24 September 2021

We are looking to appoint a friendly individual to the role of part-time School Secretary/Receptionist providing professional support to the School. The post holder will often be the first point of contact with visitors, staff and pupils to the School and will be experienced in providing high-quality administrative assistance to Senior Leadership, including the Bursar and Headmaster.

Applicants will be experienced in handling telephone calls and welcoming visitors and will be able to demonstrate strong IT skills, having used Microsoft Office products and Management Information Systems. Experience of ISAMS, Visipoint and /or School Post will be an advantage.

Successful candidates will have excellent verbal, written and interpersonal skills and will pay excellent attention to detail. Previous experience within a school is desirable but not essential

This role is working Monday and Tuesday from 07:45 to 18:15 plus Saturdays from 08:00 – 13:00 during term time (except exeat weekends) plus Inset days. In addition, there will be a requirement to work 3 Thursdays a term, dates will be provided in advance every term.

Twyford School is an independent day and boarding school for boys and girls aged 3 – 13.

It is one of the oldest prep schools in the country, possibly the oldest. We are proud of our heritage and the beautiful history and architecture around the school. Located on the edge of the South Downs National Park 3 miles outside of the beautiful historic city of Winchester, we embrace Christian values and teach children from the earliest ages to be gracious, considerate and respectful of others.

Further details may be found on the website: [www.twyfordschool.com](http://www.twyfordschool.com)/vacancies

*Twyford School 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 our safer recruitment checks and child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).*