

VALENTINES HIGH SCHOOL



... are recruiting!

We are looking to appoint the following role to start as soon as possible

Receptionist / Office Coordinator **LBR 4 starting salary £23,752.58 per annum**

We are looking for a motivated and professional school Receptionist/Office Coordinator to join our team, providing essential administrative support and ensuring the smooth operation of our school office. The successful candidate will be the first point of contact for visitors, parents, and students.

This is a full time role working 36 hours per week, Monday to Friday, term time only.

Previous experience in a receptionist or office administration role, within a school or similar environment would be advantageous.

For further details on the role please download the job description.

Closing date: 23rd September 2024, 9:00am

About our School

Valentines High is a highly successful mixed comprehensive School.

In 2023 our P8 score was 0.98 placing the school in the top 100 schools nationally.

In October 2021, **Ofsted judged our school to be 'Outstanding in all categories'**. Public examination results are excellent. GCSE results place the school in the top 100 schools nationally for progress. Valentines is known for its high standards of pupil behaviour and orderly learning environment. The school is centrally located in the London Borough of Redbridge, with very good transport links to central and outer London.

Valentines High School is committed to safeguarding and promoting the welfare of students and young people. Successful applicants will be required to undertake a fully enhanced DBS check and other pre-employment checks necessary.



Valentines High School
Headteacher: Mr R Laws, BA (Hons)
Cranbrook Road,
Ilford, Essex,
IG2 6HX



www.valentines-sch.org.uk



020 8554 3608



@ValentinesHS