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# St Thomas More RC College

Headteacher: Mr H Brophy

Town Lane, Denton, Manchester, M34 6AF

Telephone 0161 336 2743

admin@stmcollege.org.uk

## A co-educational Roman Catholic Comprehensive College (NOR 770)

Part Time Receptionist/Administrator

Salary Grade D SCP 7-10 Actual salary: £12,322 - £13,076

25 hours per week, 11.00am to 4.00pm Term Time Only

We require for a September start a highly motivated and enthusiastic Receptionist/Administrator, with suitable experience to support our busy school office. You should have previous experience in a Reception or customer facing role.

For further details and an application pack please apply direct to the College.

St Thomas More is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS disclosure and the successful completion of a twelve months’ probationary period.

Closing Date: 12.00 noon on Friday 1st July 2022