



# The Barlow RC High School

*"Learn, Achieve, Succeed"*

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SERVICE - PRAYER - ACHIEVE - RESPECT

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## Receptionist

**CONTRACT:** Permanent  
**HOURS:** 16 hours per week (Wednesday to Friday 7:30am – 4pm) term time only plus 10 days pro rata  
**SALARY:** Grade 3 Points 4-6 £7,420 rising to £7,720 actual  
**START DATE:** ASAP

Are you a passionate and experienced receptionist? Are you a people person? Could you be the face of The Barlow?

We are looking for motivated and enthusiastic individuals, who would love to be part of our journey at The Barlow and could be instrumental in making a difference to our school.

The Barlow RC High School is an excellent place to work! As a leading Catholic High School, we are determined to create an environment where children and adults alike can achieve their full potential. Our school motto is 'If you believe, you can achieve' and if this describes you read on.

You will be located in Didsbury, (often voted as one of the most popular places to live in Manchester) only a short walk from the vibrant shops, bars and restaurants of Didsbury village. You will also have access to excellent transport links to Manchester city centre and surrounding areas.

You will act as first point of contact in this front of house role in a busy, fast paced environment. You will need to use your multi-tasking and prioritisation skills to carry out a demanding workload which will include welcoming, signing in and directing visitors, staff, parents and pupils in line with safeguarding protocols, operating the school's main telephone line, transferring calls and taking messages as appropriate as well as dealing with face to face enquiries. In addition, you will also be responsible for managing the school's main email inbox, making room bookings and appointments and a variety of other general administration duties such as incoming and outgoing post and deliveries as well as ensuring the reception area is well presented and welcoming at all times.

You should:

- Be able to present a professional yet welcoming and friendly persona to visitors
- Have experience of working in a reception role

- Be able to prioritise workload, multi-task and keep calm under pressure whilst working in a busy, fast paced environment
- Possess excellent communication skills, being able to communicate at all levels.
- Be able to deliver a high standard of customer service
- Have excellent IT skills with a good knowledge of Microsoft Office

In return, we will offer you 25 days annual leave entitlement pro-rata (rising to 30 days after 5 years' service), access to the local government pension scheme and the opportunity to further your professional development in a supportive and friendly environment

If this sounds like the job for you then come and join us. Please visit our website <http://www.thebarlowrhigh.co.uk> for an application pack. Completed applications should be returned to [hr@thebarlowrhigh.co.uk](mailto:hr@thebarlowrhigh.co.uk) quoting the post title, reference and your name in the subject line of the email. Please note that CVs will not be accepted.

Only shortlisted candidates will be contacted.

**Closing date: 8am Wednesday 12<sup>th</sup> January 2022**

**Interview date: w/c 17<sup>th</sup> January 2022**

*Our School is committed to safeguarding and protecting the wellbeing of children and young people and expects all staff to share their commitment. An enhanced DBS is required for all successful applicants.*