

## Radnor House School

Pope's Villa, Cross Deep, Twickenham, TW1 4QG

<http://www.radnor-twickenham.org/>

### **Part-Time Receptionist, three afternoons per week, term-time only**

We are looking to appoint a flexible and talented Receptionist to support the work of Radnor House. This position is critical as our Receptionists are the first point of contact with members of the public, parents and prospective parents, our students and members of staff.

Applicants should be outgoing and possess a welcoming and warm personality with the ability to put visitors and members of the school community at their ease. In addition, candidates will need to have excellent word and data processing skills; the ability to undertake varied administrative roles with confidence; with a professional telephone manner and the ability to multitask. It would be advantageous if you are familiar with MS Office 365 and iSAMS MIS.

This is a term-time only position but there will be a requirement to work occasional additional days such as INSET and school Open Days. Salary will be subject to negotiation with the successful candidate.

Radnor House is a 9-18, selective, co-educational, independent day school set in historic buildings on the banks of the River Thames in Twickenham, just thirty minutes from Central London. It was judged as 'Excellent' in all categories by the Independent Schools Inspectorate in February 2020. The relatively small size of the school (c.440 pupils) enables us to focus on the individual needs of all our pupils, fostering a supportive and collaborative community where pupil success is regularly celebrated.

We offer a competitive salary, with extensive opportunities for CPD and career development.

For further information and to download an application form, please visit our website:

<http://www.radnor-twickenham.org>

In line with safer recruitment guidance, applications can only be considered in the form of a completed support staff application form which should be returned to [hr@radnorhouse.org](mailto:hr@radnorhouse.org) by midday on Monday 25<sup>th</sup> July.

*Radnor House Twickenham is a member of Dukes Education, a family of schools, teachers, learners, and parents connected by our pursuit of an extraordinary life for every member of our community. To learn more about our family, visit [dukeseducation.com](http://dukeseducation.com)*

*Radnor House Twickenham is committed to safeguarding the welfare of children and expects the same from its employees. All new staff will be subject to enhanced DBS clearance, checks of identity, qualifications and employment history and satisfactory references. We are an equal opportunities employer*