



Radnor House
celebrating every individual

Radnor House School

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

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

Part-Time Receptionist, two afternoons per week

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; can have the ability to undertake varied administrative roles with confidence; have 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 Thames in Twickenham, just 30 minutes from Central London. We were judged as 'Excellent' in all categories by the Independent Schools Inspectorate in February 2020.

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

For further information, to download an application, or to watch our video to give you a flavour of working at our school, please visit our website:

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

<https://www.radnor-twickenham.org/about/current-vacancies>

Completed application form and cover letter should be returned to hr@radnorhouse.org by 10am on Friday 17th September.

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

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