



Receptionist / Administrator (Temp-to-Perm)

(FT 40 hours)
Immediate Start
Closing date 2nd December

At Cumnor House School, we pride ourselves on encouraging a genuine love for learning. From a very young age, we support our children in their development of a sense of curiosity, open-mindedness, perseverance, reflection, and critical thinking. This thirst for growth and knowledge is one that stays with them throughout their school years, meaning they enter each stage of their lives best prepared for the challenges and opportunities ahead.

The opportunity

An opportunity has arisen for an exceptional Temp-to-Perm Receptionist / Administrator to join our team with an immediate start. This role would ideally suit someone who has had previous experience of working within a school setting and can deliver a high standard of work in a fast-paced busy environment.

Who are you?

The successful candidate would have responsibility for the day-to-day coordination of the school office. The role also includes the day-to-day work of the administration / front of house and completing duties to the required standards and within deadlines set, reporting any concerns to the Senior Administrator.

Remuneration

- Competitive rate depending upon qualifications and experience
- School fee discount
- Professional Development
- Exclusive third-party discounts

Application Process

Completed forms can be submitted electronically to recruitment@cumnorhouse.com or by post and marked for the attention of the Business Manager. All candidates are required to submit a completed application form – CV's will not be accepted.

Address: 168 Pampisford Road, South Croydon, Surrey, CR2 6DA.