



CEFN SAESON
COMPREHENSIVE SCHOOL

Permanent Administration & Organisation Level 2 - Receptionist

Start Date: As soon as possible

Salary: Grade 3, SCP 3-5,

Actual Salary £15,102 per annum

35.00 hours per week, 39 weeks per year, 8.00 am – 3.30 pm

Mixed Pupils – Age 11 - 16

The Governing Body wishes to appoint a highly motivated and committed person to join our administration team at Cefn Saeson Comprehensive. The school is based in Cimla, Neath and we have recently moved into a 21st century new building, which has extensive grounds.

The successful candidate will provide an efficient and effective reception service to all school staff, visitors, pupils and general administration. The main office is very busy and the candidate must be used to multi-tasking.

The successful candidate will be:

- enthusiastic about working within a school environment
- a good communicator and team member, who is caring, flexible and approachable
- able to work collaboratively
- reliable and able to take responsibility
- Can work independently using own initiative
- Has a good sense of humour

The school and Neath Port Talbot Council are totally committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Our school is equally committed to ensuring the safety and protection of all children and young people and will take action to safeguard their wellbeing. The recruitment process for this post will be underpinned by rigorous safer recruitment assessment to ensure that children and young people are protected.

This post is subject to an Enhanced Check from the Disclosure & Barring Service (child's list).

You may apply online, download an application pack or email powisa1@hwbbmail.net

Closing date: Wednesday 8th December 2021

Shortlisting and interviews will take place asap

Welsh Language: Not required
