



Sunninghill
PREP SCHOOL DORCHESTER

Receptionist (term-time only)
Full time 8am – 5pm, Mondays - Fridays
Salary: £14,144 per annum

Sunninghill Prep School are seeking to appoint a professional and friendly Receptionist to join our team and be the front of house welcome to the School.

Applicants must be able to demonstrate excellent customer service and communication skills, a positive and flexible can do approach, together with an excellent telephone manner.

Please download the application pack from our website which can be found under the information tab and email to bursar@sunninghill.dorset.sch.uk

Closing date for applications is Friday 27th April 2018.

Sunninghill Prep School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring service.