** Derbyshire County Council**

**Church Lane**

**New Mills**

**High Peak**

**Derbyshire**

**SK22 4NR**

**Tel: 01663 743284**

**Fax: 01663 745134**

**Headteacher:**

**Mrs H Watts**

**email: head@newmillsschool.co.uk**

**web:** [**www.newmillsschool.co.uk**](http://www.newmillsschool.co.uk)

**Receptionist / School Business Assistant**

**G5 PP4-5 (£24,404-£24,790 pa, pro rata)**

**37 hours per week, Term Time only**

**January start**

New Mills School is a small 11-16 secondary school based in the High Peak close to the Peak District National Park, yet within easy reach of the centres of Stockport and Manchester.

You will find New Mills School a warm and welcoming place, where we pride ourselves in our inclusive educational provision, courteous atmosphere, excellent student welfare and core belief in the power of education to transform lives. The personal qualities of the successful candidate and the ability to enhance and promote our values and ethos will be important criteria for appointment.

The Receptionist is the school’s initial point of contact, dealing with all visitors in person and on the phone. Creating an excellent first impression is a key part of the role.

The successful candidate will be confident and assured in dealing with people from all walks of life, providing a high-quality customer service as part of the Administration Team. In addition, they will be providing efficient, high quality administrative support.

You should be a strong team player, looking forward to joining our school at an important time in its’ development.

Working hours would be Monday to Thursday 8:00am to 4:00pm and 8:15am to 3:45pm on Friday. We would be willing to consider a job share for the right candidates.

Application packs can be obtained from, and should be returned to Pete Eckersley, Office Manager, Mills School, Church Lane, New Mills High Peak, SK22 4NR, or via email to [jobs@newmillsschool.co.uk](mailto:jobs@newmillsschool.co.uk) or from the school website [www.newmillsschool.co.uk](http://www.newmillsschool.co.uk).

Informal visits to the School are welcomed; to make arrangements or for further details about this vacancy please contact Pete Eckersley, on 01663 743284.

New Mills School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

New Mills School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicants' appointments will be subject to satisfactory pre-employment clearances including references and a Disclosure and Barring check.

**Closing date is 23:59 Sunday 15th December 2024, with Interviews to be held on Thursday 19th December 2024**

Kind Regards

Heather Watts

Headteacher