



Bishop Hogarth

Catholic Education Trust



Carmel College

Receptionist

Band 2 SCP 4
£16,847.76 per annum

37 hours per week, term time
plus 5 days
Permanent - From January
2021

Closing Date:
30 November 2020, 9 am

Mike Shorten
Principal & Deputy CEO

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post will be subject to a satisfactory Enhanced Disclosure and Barring Service check.

Carmel College works closely with other Academies in the Bishop Hogarth Catholic Education Trust and we may ask you from time to time to be based at another Academy within the Trust.

The Directors and Governors of this highly successful Catholic Academy, a member of the Bishop Hogarth Catholic Education Trust, wish to appoint a Receptionist.

We are seeking to appoint an enthusiastic Receptionist based at our main Visitor Reception. You will join, and be supported by, a team of administration colleagues who are dedicated to providing high quality and efficient administrative services. As the first point of contact for visitors and other stakeholders, in person and over the telephone, you will play a key role in portraying the College's ethos and standards.

Carmel College is recognised by Ofsted as Outstanding in all areas and holds a number of nationally recognised awards including: Inclusive School Award, Arts Mark, Confucius Classroom and International School Award. Carmel College is proud to be a Teaching School, offering support and training for leaders across the region including Initial Teacher Training regionally, a Science Learning Partnership, the Archimedes Maths Hub & a World Class School and a Research School.

For further information about the position please contact Hayley Wooding, PA to the Principal & Deputy CEO on 01325 523414 or hwooding@carmel.bhcet.org.uk

Application forms are available on our website www.carmel.bhcet.org.uk Completed application forms should be returned to recruitment@carmel.bhcet.org.uk by 9am 30 November 2020. We look forward to welcoming you to our College.