

# THE ROYAL SCHOOL WOLVERHAMPTON



## RECEPTIONIST/CLERICAL ASSISTANT

Part time (afternoon 12.30pm – 5.30pm)

This is an extremely busy working environment, requires someone with first class organisational abilities with a proven record of working in a clerical position. Good inter-personal skills, computer literacy, initiative, self-motivation and a pleasant telephone manner are essential for this key role.

Closing date 15 Feb 2019

**CV'S WILL NOT BE ACCEPTED**

For application pack please email : [je@theroyal.school](mailto:je@theroyal.school)

**The Royal School Wolverhampton  
Penn Road  
Wolverhampton WV3 0EG**

**The Royal School Wolverhampton 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 is subject to an enhanced Criminal Records Background check**