

THE ROYAL SCHOOL WOLVERHAMPTON



RECEPTIONIST/CLERICAL ASSISTANT

Part time (25 hrs per week)

Temporary: end date to be confirmed.

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 interpersonal skills, computer literacy, initiative, self-motivation and a pleasant telephone manner are essential for this key role.

CV'S WILL NOT BE ACCEPTED

For an application pack please visit <https://theroyalschool.co.uk/job-vacancies/>
Completed application forms should be returned to lcallaway@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