



Stormont School

Receptionist/School Secretary

Required for September 2019

Stormont School is a successful independent day school for girls aged 4-11 situated at The Causeway, Potters Bar, Hertfordshire, EN6 5HA. We are currently looking to recruit a Receptionist/School Secretary to join our dedicated administrative team.

This is a front office role, where you will be a central part of the welcome extended to pupils, parents, Governors and all other visitors to the School. You will undertake specific administrative duties, such as the maintenance of various registers, as well as other more ad hoc tasks, which will assist in the daily provision of a secure and stimulating environment, in which the girls can develop to achieve their full potential.

If you are flexible and adaptable, with a keen eye for detail and a strong interest in the provision of education, then this is the role for you.

Details of this post are available on the school website www.stormontschool.org, from hr@stormontschool.org or the School Office on 01707 654037.

Stormont School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Registered Charity No. 311079