



ORWELL PARK SCHOOL

Celebrating

150

Y E A R S

**Orwell Park School, Nacton, Suffolk, IP10 0ER
A Leading Co-Educational Day and Boarding Prep School**

RECEPTIONIST

Orwell Park School wishes to appoint a part time Receptionist to work in the Pre-Prep area of the school. The successful applicant will have previous administrative/receptionist experience, excellent communication skills with a flexible approach. Hours of work are 17.5 hrs per week working Tuesdays and Thursdays.

Visits to the school are welcomed, please contact Alison Williams, Pre-Prep Co-ordinator by email: alisonwilliams@orwellpark.org.

Closing date for applications: 26th June 2018

Probable dates for interviews: week commencing: 2nd July 2018

Further details including an application form may be downloaded from the website (www.orwellpark.co.uk).

Orwell Park is committed to safeguarding children and all successful applicants are required to complete Disclosure Application Forms which means providing criminal conviction information.