



Churchill Community College

Churchill Street

Wallsend

Tyne & Wear

NE28 7TN

Tel: 0191 2347200

Email: info@churchillcc.org

Headteacher: Mr P Johnson

Deputy Headteacher: Mrs F Nairne-White

Deputy Headteacher: Mr M Thompson

November 2023

Dear Applicant

Thank you for your interest in the post of Receptionist/ Admin Assistant at Churchill Community College. Starting as soon as possible, this is a grade 4, full time, term time only, permanent post and is an incredibly exciting opportunity for the right candidate.

This position will include being a first point of contact for students, staff, parents and visitors and will also involve working within our administration team to support the needs of the College.

The successful candidate will have a positive attitude, excellent communication skills and enjoy the variety of tasks and challenges that the role presents. We would expect that they would demonstrate the ability to work both as part of a team, manage their time well and show initiative.

Churchill Community College is a vibrant, exciting and rewarding place to work, and the role would be perfect for someone looking to undertake a varied role in a school setting that is integral to the smooth running of the admin department. If, from what you have read, you feel that you would like to join us, please submit a completed application form and a letter of application (not exceeding two sides of A4) outlining how your skills and experiences make you the best candidate for the post. A CV is not required and will not be accepted. The closing date is **9am on Monday 27th November 2023**.

Please email your application to Heather Bell, Headteacher's PA: recruitment@churchillcc.org

Interviews will take place as soon as possible after the closing date. If you have not heard from us within a week of the closing date, you should assume you have not been shortlisted and your application was unsuccessful. I very much look forward to receiving and reading your application.

Yours sincerely

Paul Johnson

Headteacher