



MALVERN ST JAMES
Girls' School
Malvern
Worcestershire
GSA

Independent Boarding and Day School for Girls (aged 4-18)

Malvern St James is a leading girls' boarding and day school which presents an imaginative vision of education for girls from the age of 4 through to 18. Malvern St James fosters creativity and bold-thinking, challenging every girl to extend her personal horizons and realise her full potential.

Evening Receptionist Sports Centre
Permanent
Part Time
20 hours per week (5.00pm-9.00pm Monday-Friday)
£7.00 per hour

We are looking for a charismatic individual with previous experience of 'front of house' customer service experience, to join our expanding sports facilities. The successful candidate will possess excellent communication skills and have a positive friendly attitude to work. They will also be fully conversant with Microsoft Outlook and have good word processing skills. Experience of managing a database would be desirable, however all training with our Leisure Management Software will be given.

Closing date: Thursday 23rd February

Interview date: Thursday 1st March

Further details and an application form may be obtained from Mrs Alison Barber, Office Manager, on 01684 892288 or email: barbea@malvernstjames.co.uk

Malvern St James is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau clearance at enhanced level.