

Date as postmark

Dear Applicant

Administration Assistant/Receptionist

Thank you for your interest in the post of Administration Assistant/Receptionist (part time) at Ludlow School.

Working hours will be 8.30am to 4.30pm, with a half hour unpaid break for lunch for 3 days a week, Monday to Wednesday.

Please read the Job Description and Person Specification carefully for full information regarding the position. We pride ourselves on our customer service at Ludlow School and we are looking for an individual with enthusiasm, drive and excellent administration and communication skills.

The closing date for applications is midday on Wednesday 17th November 2021. Successful applicants will be requested to attend for interview, week commencing 22nd November 2021.

Yours sincerely



Rowena Morris
School Business Manager