

# Yateley Manor Preparatory School

IAPS co-educational

3-13 years

500 day pupils

## Receptionist - Secretary

### Do you like working with children?

We are looking for a discreet, lively, unflappable person to join our friendly, hardworking administrative team. Full-time Monday to Friday during term time with reduced hours during school holidays. The successful candidate will enjoy working with people of all ages in a variety of tasks in a busy environment and will be hardworking, have excellent MS Office, organisational, interpersonal and communication skills along with confidence and enthusiasm. You will be able to demonstrate proven administrative skills. Experience of SIMS would be an advantage.

**Further details and application form on our website: [www.yateleymanor.com](http://www.yateleymanor.com) or telephone 01252 405500. Closing date for applications: 19<sup>th</sup> March.**

**The Bursar, 51 Reading Road, Yateley, Hampshire GU46 7UQ**

*Yateley Manor is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening, including checks with past employers and successful candidates will be subject to enhanced CRB checks.*