



**Cambourne Village College**

An Academy of



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Cambridge  
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[www.cambournevc.org](http://www.cambournevc.org)

## **Afternoon Receptionist Required**

### **Job share considered**

**Required ASAP**

**Hourly rate £9.99 to £10.19 (NJC Grade 2 point 4)**

Working Hours: 2.30pm – 6.30pm start/finish times negotiable  
Hours: 4 hour shifts per day worked across 39 weeks per annum  
(term time plus 5 training days)  
Contract: 1 year fixed term in the first instance

We are looking to appoint an Afternoon Receptionist to cover the College Reception. The post holder will ensure that visitors and members of the community are greeted professionally and courteously as they access the building and its facilities. The post holder will be expected to undertake a range of clerical duties including answering the telephone and dealing with questions about the College and its afterschool activities from parents and members of the public. The successful candidate should have excellent interpersonal skills and experience of working in a fast-paced environment where no 2 days are the same. Experience of working with Microsoft packages and spreadsheets would be required.

Cambourne Village College is an Ofsted 'Outstanding' rated, over-subscribed secondary school, eight miles from Cambridge. We opened as an academy of the Cam Academy Trust in September 2013. Our ethos is aspirational and inclusive, our staff is highly motivated, our pupils courteous and hard-working, and we have excellent facilities. Planning is underway to open a 350 place sixth form, with 175 students in each of Years 12 and 13, effective from 2023. Joining Cambourne Village College represents a unique opportunity to work in a newly-established school within a wider, high-quality Academy Trust that gives excellent possibilities for professional and career development.

For further information, an application form and to apply for this post please visit our website: [www.cambournevc.org/contact-us/vacancies](http://www.cambournevc.org/contact-us/vacancies) Please note we do not accept CVs.

Applications should be submitted to HR via email: [HR@cambournevc.org](mailto:HR@cambournevc.org) Tel 01954 284034

**Closing date:** noon on Monday 6 June 2022

*Our school is committed to safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. Appointment to this post would be subject to an enhanced DBS check and satisfactory medical and employment references.*