



### Contact Us

A full application pack is available on the vacancies page of the school website or alternatively directly from Mrs Clare Saich – Principal's PA:

E-Mail - [csaich@hagleyrc.worcs.sch.uk](mailto:csaich@hagleyrc.worcs.sch.uk)

Phone - 01562 883193

Online - [www.hagleyrc.worcs.sch.uk](http://www.hagleyrc.worcs.sch.uk)

We warmly welcome visits to the school. For specific questions about the role and/or to request a visit, please contact Mrs Tracey Brown, Business Manager by email [tbrown@hagleyrc.worcs.sch.uk](mailto:tbrown@hagleyrc.worcs.sch.uk)

**EMMAUS**  
**CATHOLIC MAC**  
Our journey with Christ

# We are recruiting for a Receptionist Required To Start As Soon As Possible

Grade: Grade 3, SCP 3 – 4

Hours: 37.5 per week, Term Time Only (40 weeks), which includes 5 teacher training days and one week in the Summer Holidays

Salary: £16,582 - £16,913 Actual Pro Rata Salary

Principal – Mr J Hodgson

Hagley Catholic High School is looking to recruit a friendly, approachable and enthusiastic Receptionist/Administrator. You will be the first point of contact providing full receptionist service, greeting parents, visitors, staff and students.

Please refer to the job description and person specification for further details.

We welcome applications from both Catholics and non-Catholics but expect all employees to support the Catholic ethos and values of the school.

**Closing Date: 9am on Monday 18<sup>th</sup> October 2021**

**Date of Interviews: Thursday 21<sup>st</sup> October 2021**

*Hagley Catholic High School is a part of the Emmaus Catholic MAC which is committed to safeguarding and promoting the welfare of children and young people. This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.*

*All applicants must be able to provide documentation to prove their right to work in the UK.*



**HAGLEY CATHOLIC  
HIGH SCHOOL**  
SEMPER FIDELIS