



**THIRSK SCHOOL & SIXTH FORM COLLEGE**  
**EDUCATING TODAY, PREPARING FOR TOMORROW**

**“A good school” Ofsted February 2022**

**TOPCLIFFE ROAD, SOWERBY, THIRSK, NORTH YORKSHIRE, YO7 1RZ**

**11-18 MIXED COMPREHENSIVE SCHOOL: 1016 STUDENTS INCLUDING 127  
IN SIXTH FORM COLLEGE**

**HEADTEACHER: EMMA LAMBDEN**

**TELEPHONE: 01845 522024**

**WEBSITE: [www.thirskschool.org](http://www.thirskschool.org)**

### **Receptionist (Maternity Cover)**

An exciting opportunity has arisen for a polite, well-presented, confident and articulate Receptionist to join us as soon as possible for a maternity cover. This is a key front of house position, and we are looking for someone with exceptional interpersonal skills used to working in a busy, public facing environment, who can deliver a welcoming, professional and efficient reception service to parents, students, staff and visitors. The successful candidate will also manage the busy telephone system of external and internal calls and undertake general administrative work including photocopying. The post will require first aid training.

33 hours per week, term time only. Monday to Thursday 8.30 am to 3.30 pm and Friday until 4 pm.

Grade B SCP 2 £23,150 per annum pro rata. Actual salary £17,899 per annum.

Holidays will not be allowed during term time, unless under exceptional and approved circumstances.

Closing date for applications is 4 pm on Wednesday 8<sup>th</sup> January 2025.

Interviews will take the following week.

Further details of the school, the post and a downloadable application form are available from our website: [www.thirskschool.org](http://www.thirskschool.org)

Completed forms should be returned to [andrew.rickard@thirskschool.org](mailto:andrew.rickard@thirskschool.org)

We welcome you to view our school website for further details [www.thirskschool.org](http://www.thirskschool.org)

Thirsk School and Sixth Form College is committed to safeguarding and promoting the welfare of our children and young people. We have a robust Child Protection Policy, and all staff will receive training relevant to their role at induction and throughout employment at the school.

We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children. Candidates invited to interview are required to complete a self-disclosure proforma; this will be opened in the event of a job offer being made.