



KNIGHTSBRIDGE  
SCHOOL

## **Receptionist Required ASAP**

Knightsbridge School currently educates 400 pupils from ages 3 – 16. The school, which is set in the heart of London, combines a warm and nurturing environment with excellent resources, a commitment to teamwork and the professional development of staff.

We have a vacancy for an enthusiastic Receptionist to act as the first point of call for all parents, school visitors and callers to the school. To welcome visitors and direct as appropriate, and to manage all telephone calls and queries. The successful candidate will be enthusiastic, quick thinking and eager to learn.

For an application pack and further details please see the school website site or contact Rosie Hill by emailing [r.hill@knightsbridgeschool.com](mailto:r.hill@knightsbridgeschool.com) or 020 7590 9000.

Knightsbridge School is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service (DBS) and other relevant employment checks.

**Closing Date for Applications:** – 11th October 2024 - but please don't wait until the deadline!!

Knightsbridge School, 67 Pont Street, London SW1X 0BD. Tel: 020 7590 9000