



Cambourne Village College

An Academy of



Sheepfold Lane,
Cambourne,
Cambridge
CB23 6FR
(01954) 284000

enquiries@cambournevc.org
www.cambournevc.org

Weekend Receptionist/s required

Casual Contracts £10.79ph

To start as soon as possible.

Casual contract hours: As required by bookings but between 7am and 10.30pm.

These individuals will be booked as required for College events and paid per hour at £10.79ph (NJC point 4 with 13% holiday pay)

Vacancy Information

We are looking to appoint Weekend Receptionists to cover the receptionist desk of the College during its busy weekend lettings programme. The post holders will work with the users of the College who have booked the College for events and activities. The Weekend Receptionists will ensure that members attending events are greeted professionally and courteously as they access the building and its facilities. The post holders will also be expected to undertake a range of clerical duties including answering the telephone and dealing with questions about the busy events programme.

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 advantageous.

College Information

Cambourne Village College, a new, over-subscribed, Ofsted 'Outstanding' secondary school eight miles from Cambridge, opened as an academy of the Cam Academy Trust in September 2013.

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

Closing date for applications: Open until a suitable team has been appointed

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be carried out for the successful candidate.

Job Type: Casual

Salary: £10.79 /hour

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