



# Blatchington Mill School

Involvement, Achievement & Care

[www.blatchingtonmill.org.uk](http://www.blatchingtonmill.org.uk)

May 2021

Dear Candidate,

Thank you for your interest in working at Blatchington Mill School, I am pleased that you are considering an application to become one of our Receptionists.

Blatchington Mill is a successful and popular large secondary school. We are proud that we regularly have more families from Hove choosing our school than we have places for.

This position gives a great opportunity to play a fundamental part in conveying the ethos and values of the school.

The successful candidate will be part of our Admin team, under the line management of our Senior Admin Officer.

Our Receptionist performs an important role in this busy and dynamic school, you are the first point of contact for families, partners from the local authority, the NHS, various other agencies and visitors. We are looking for someone who is able to strike the balance of being welcoming and projecting the inclusive ethos of the school whilst being instrumental in maintaining and monitoring our robust safeguarding standards and systems.

We are currently procuring a new phone network and electronic signing in system so this is an exciting time.

This is a grade B role and the level of responsibility and ability is outlined in the generic job description but I always feel that it is helpful to know a little more about a specific role.

The Senior Leadership Team at Blatch have high expectations of staff and students alike, this leads to a demanding but very satisfying work environment.

We look forward to receiving your completed application form.

Yours faithfully

*Sarah Hextall*

Sarah Hextall - Executive Business Manager

