

Bishop Challoner School



VACANCY: RECEPTIONIST ADMINISTRATOR

Required as Soon as Possible

Bishop Challoner School, founded in 1950, is in the London Borough of Bromley. It is a Catholic independent day school for girls and boys from 3 to 18 years, welcoming all faiths.

We are seeking to appoint a dynamic and friendly Receptionist Administrator.

For an application pack and information on the department, please contact the Head's PA, Miss Carolyn Chamberlain cchamberlain@bcswb.co.uk

PLEASE RETURN COMPLETED APPLICATION FORMS TO MISS C CHAMBERLAIN AT
cchamberlain@bcswb.co.uk

Closing date for applications: Friday 31st March 2023

Interviews to be held on 24th April 2023

Early applications are encouraged and Bishop Challoner School has the right to interview earlier and subsequently offer, if the school feels they have the right candidate.

We are committed to the safeguarding of children, and child protection screening will apply to this post.