



The Ladies' College
Guernsey



RECEPTIONIST & COLLEGE FIRST AIDER

APRIL 2019 or earlier

We are seeking to appoint a well-qualified individual with first-rate administrative skills, and a professional, friendly and caring manner, to join our busy office team in the Senior School. The role is term-time only, with a small number of additional hours outside of this.

This role requires the post holder to manage the Senior School Reception and be the first point of contact for members of The Ladies' College community. You will need to give immediate help to those with common injuries and illnesses, as well as providing support of general student welfare. A background or interest in nursing or first aid would be highly desirable.

Further details and an application form are available at <http://www.ladiescollege.com/about-us/work-with-us> or by email at recruitment@ladiescollege.ac.gg

The Ladies' College is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to screening appropriate to this post, including an enhanced DBS check.

Closing date: 18:00 Sunday 24th February 2019.

