



**MELBOURN**  
VILLAGE COLLEGE  
EVERYBODY IS SOMEBODY



## **Melbourn Village College – An Academy of the Cam Academy Trust The Moor, Melbourn, Royston, Hertfordshire, SG8 6EF**

Melbourn Village College is a successful and ambitious school with a strong community feel. Here, everybody is somebody. Part of the Cam Academy Trust, we currently have 600 students aged from 11 to 16.

Student progress is consistently high and the college is committed to equipping students with the skills they need to be successful in their future lives.

### **Receptionist – temporary role until Easter 2019, in the first instance Points 12 – 14 - £10,588.98pa at point 12**

**27 ½ hours per week, term time only  
Monday to Friday – 10.00am – 4.00pm (1/2 hour lunch)**

We are looking to appoint a Receptionist to be the first point of contact with parents and outside agencies, both face to face and over the telephone. There will also be a small amount of administrative support. We would also like the successful candidate to be First Aid trained, or willing to be trained.

The closing date for applications is 12 noon on Friday 14<sup>th</sup> December 2018.

For details of these vacancies and any others across the Cam Academy Trust, please visit [www.melbournvc.org](http://www.melbournvc.org) or email [jsavage@melbournvc.org](mailto:jsavage@melbournvc.org)

**Melbourn Village College is an Equal Opportunities Employer and welcomes applications from all**

**Melbourn Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is classed as regulated activity and an enhanced DBS check will be required**