

## Receptionist

The Purpose of Our School is to provide excellent, innovative and creative education that enables all students to realise their full potential and to enjoy a fulfilled life as confident, compassionate and healthy members of the global community; continuing to learn and contributing to a better world for all. For more information on the Junior and Senior School please go to our website: <http://www.thejuniorandseniorschool.com/>

**The Junior and Senior School is seeking to recruit a Receptionist, to be based in Nicosia. The position will be subsidized by ANAD under one of the following schemes:**

- **Scheme for long-term unemployed in enterprises/organizations** (Σχέδιο Κατάρτισης Μακροχρόνια Ανέργων σε Επιχειρήσεις/Οργανισμούς)
- **Scheme for higher education graduates** (Σχέδιο Στελέχωσης Επιχειρήσεων με Απόφοιτους Τριτοβάθμιας Εκπαίδευσης)

This is an exciting opportunity to work in a busy and thriving School where everyone is encouraged to get fully involved with School life.

### Duties

- Answer, transfer incoming calls and take messages accordingly.
- Welcome parents and children in school in a friendly way.
- Undertake general administration office duties.

### Requirements

- Ability to work to deadlines with a high level of detail.
- Experience in working in an administrative role will be considered as an advantage.
- Be able to communicate effectively within a team.

### Remuneration

A competitive remuneration package will be offered to the successful candidate, according to qualifications and experience.

### Applications

All applications will be treated with the strictest confidentiality. Interested applicants should forward their Curriculum Vitae to [careers@thejuniorandseniorschool.com](mailto:careers@thejuniorandseniorschool.com) no later than 31<sup>st</sup> of October 2021 quoting the associated job title.

**The Junior School and Senior School is committed to Safeguarding and Child Protection.**

Educating since 1944

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