

## Arnold Academy Receptionist/Clerical Assistant

Posted by admin - 05 Mar 2013 08:01

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### Arnold Academy Receptionist/Clerical Assistant

You must be proficient with Excel Word & other Microsoft applications.

Have a high standard of work.

Have excellent interpersonal skills.

Have previous administrative experience.

Be able to prioritise your workload.

Maintain information systems and input data.

Temp to permanent contract.

27.5 hours per week.

Contact Mrs Wendy Simpson

Office Manager

01582 616400

admin@arnold\_beds\_sch.uk

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## Re: Arnold Academy Receptionist/Clerical Assistant

Posted by smudger - 05 Mar 2013 14:21

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If someone has already applied for this position through the Hirewire website & not had an answer, does this mean that they were not successful or can they still ring the phone number listed? If you could let me know that would be good.

Cheers

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