

יסודי התורה מנשסתר



Sedgley Park Rd, Prestwich, Manchester M25 0JW
Tel: 0161 773 6364 e-mail: info@yhs.org.uk

Secretary/Receptionist

(part time Maternity Leave Cover)

The successful applicant must have strong administrative and communication skills, excellent computer literacy including data handling, some **קודש** and the ability to use initiative and work under pressure.

Afternoons 12:30 – 17:45 (Monday – Thursday) 12:30 – 14:45 (Friday Summer Term only)
Sunday & Cheder 09:15 – 12:45 Term Time only

to start June 5th 2017

The School is committed to safeguarding and promoting the welfare of children and these appointments are subject to an enhanced DBS check and positive references.

Application forms and job specification available from School
Tel: 0161 773 6364 ext 165 Email: s.sills@yhs.org.uk