



Position: Front Desk Receptionist

At Kanha Global School we seek to provide an environment which is guided by excellence: for students, for teachers and for our administration team. We have high expectations of our students and staff, while offering an environment designed to help you thrive. If you would like to have access to high-quality training and structured professional opportunities, and are willing to offer your proven skills, hard work and team spirit, Kanha Global School could be the place for you.

Job overview

We are seeking to appoint a diligent, 'details-oriented', and highly operational individual to join our successful and hardworking team in the role of Front Desk Receptionist. This is an exciting opportunity, allowing you to be at the heart of supporting our students to create better futures.

This role offers the opportunity to be part of our front of house team here at Kanha Global School. We are seeking an:

- adaptable, hardworking team player to compliment this busy department.
- experience working with MIS systems, effective ICT skills and the ability to work as part of a team are essential for this role.
- has a range of high-quality organisational skills and a commitment to continually strive to improve and develop these skills.
- has a passion for working with young people and the impact this can have on their lives.
- has highly developed interpersonal skills who can develop and maintain effective working relationships with staff, students and parents.
- excellent communicator with strong spoken English.

We can offer:

- The opportunity to join a strong team at Kanha Global school.
- A delightful student and parent community.
- Strong support from the Principal and her team.

This is a full-time position.

How to apply

1. Informal Discussion: Applicants who wish to have an informal discussion about the role or wish to visit the school in advance of any selection process should contact the Principal, Anna Dearden, by sending an email to careers@kanhaglobalschool.com

2. Apply: Download our application form at kanhaglobalschool.com/careers, fill it in and send it to careers@kanhaglobalschool.com