



APPRENTICESHIP  
VACANCY

## Apprentice Receptionist and Clerical Assistant

**In September 2021, the Elmwood School and Penrose Federation is opening in a new purpose-built school called the Polden Bower School.**

We are looking for a calm, patient but confident Receptionist/Clerical Assistant to join our growing organisation. The main role will be to support the administration team to run a busy reception for the school.

**Location:** Bridgwater

**Hours:** 32.5 within Monday – Friday. Exact times to be discussed.

**Total hours per week:** 32.50

**Weekly wage:** £139.75

**Level and duration:** Level 3, 18 months.

Call Somerset Skills & Learning for more information / apply online

**0330 332 7997 [sslcourses.co.uk](https://sslcourses.co.uk)**

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