

*….teaching music changing lives*

**Music Centre Receptionists** **(West/ East Berkshire)**

**Part-time/ term-time contract (33 weeks) paying £17,550 (FTE)**

Berkshire Maestros seeks enthusiastic and committed Receptionists to provide excellent customer service at the busy and successful music centres that we run across the county each day of the week. The roles involve greeting and signing in students and teachers on arrival at the centres and answering customer queries.

We are looking for enthusiastic and organised individuals to assist and co-ordinate duties at the reception. You will be able to work independently and committed to delivering an excellent and friendly customer service. If you are interested, we would like to hear from you. The roles are available on a part-time, term-time contracted basis with excellent benefits including pension scheme and employee discounts.

**The vacancies available are as follows and please specify which working hours/ music centres you are interested in working at when submitting your application:**

**Reading Music Centre:** Saturdays 7.45am to 3.15pm

**Wokingham (Emmbrook):** Mondays and Tuesdays 3.45pm to 7.30pm

 Wednesdays 3.45pm to 6.45pm

**Wokingham (Bulmershe):** Tuesdays 3.45pm to 7.30pm

**Bracknell Music Centre:** Mondays to Wednesday 3.45pm to 7pm

Thursdays – 3:45am to 9m

Fridays 3:45pm to 8:00pm

Saturdays 8am to 1.30pm

**Windsor Music Centre:** Saturdays 7:45am to 1:30pm

We require successful candidates to be Fire Marshall and First Aid trained, however training will be arranged accordingly if required.

Berkshire Maestros is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to an Enhanced Disclosure and Barring Service (DBS) check. Berkshire Maestros takes the responsibility of child protection very seriously and checks the suitability of staff and volunteers to work with children. Berkshire Maestros is an equal opportunities employer.

To apply please download the application form from [www.berkshiremaestros.org.uk/jobs](http://www.berkshiremaestros.org.uk/jobs) and submit your completed application to jobs@berkshiremaestros.org.uk at your earliest convenience. Please indicate the music centres/ working hours that you are interested in when submitted your application.