



...teaching music, changing lives!

Music Centre Receptionist (Reading)

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

Berkshire Maestros is looking for an enthusiastic and committed Receptionist to provide excellent customer service at one of our busy and successful music centres that we run across the county each day of the week. The role involves greeting and signing in students and teachers on arrival at the centres and answering customer queries.

We are looking for an enthusiastic and organised individual 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 role is available on a part-time, term-time contracted basis with excellent benefits including pension scheme and employee discounts.

Our current vacancy is for someone at Reading Music Centre (100 Cockney Hill, Reading, RG30 4EZ) working the following hours:

Saturdays 7:45am to 2:15pm

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 and submit your completed application to jobs@berkshiremaestros.org.uk at your earliest convenience and by the deadline 10th June 2022 (although earlier application is encouraged). Interviews will be scheduled as soon as possible.