



MAHARISHI SCHOOL
CONSCIOUSNESS - BASED EDUCATION

Maharishi School wishes to appoint a Receptionist/Administration assistant at its primary site. This is a part-time post (31.25 hours per week, term time plus one week) with an actual salary of £13,131.60.

We are seeking a pro-active, professional candidate to provide secretarial support to the Office Manager, a person equally comfortable working in a team or working alone.

You will be

- computer literate and comfortable with all aspects of office/secretarial work,
- ready to work in a busy but harmonious office environment,
- have excellent interpersonal skills and telephone manner
- have excellent time-management skills
- be committed to supporting the school's uniquely effective system of Consciousness-based Education (CbE)

Maharishi School offers:

- a wonderful place to be with great staff and harmonious atmosphere
- a dynamic working environment where exceptional dedication is the norm
- the opportunity to learn and practice Transcendental Meditation (TM) – a simple, effortless mental technique which brings balance to the whole physiology, supports well-being, and develops creativity and intelligence.

- **Application closing Date: Wednesday 1st December 2021 at 12:00**
 - **Interview date: TBC with individual candidates**
- **To apply, please request an Application Form, and submit along with a covering letter, describing how you meet the above requirements, the Person Specification and Job Description. We invite you to arrange a school visit, or to ask any questions.**
 - **Contact – Email: enquiries@maharishischool.com**
 - **Tel: 01695 722912 www.maharishischool.com**
- **Maharishi School's primary site is located on Cobbs Brow Lane, Lathom, L40 6JJ**

Headteacher: Mrs L Edwards BA(Hons), PGCE.

Tel: 01695 729912 Email: enquiries@maharishischool.com www.maharishischool.com

Cobbs Brow Lane, Lathom, Ormskirk, Lancashire L40 6JJ

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