

Receptionist / Administrative Assistant

Required: September 2024

Salary Scale: NJC Scale Point 5 - 6

Salary: Min/Max £23,500 - £23,893 p.a. pro rata

Hours: 37 hours per week, term time only

We are seeking to recruit an experienced, positive, reliable and enthusiastic Receptionist / Administrative Assistant who is organised and friendly with excellent communication skills. As the first point of contact for students, parents, and visitors, you will play a crucial role in creating a positive and welcoming atmosphere within our school community.

Key Responsibilities:

Front Desk Operations:

* Greet and assist visitors, students, and parents in a courteous and professional manner.
* Answer incoming calls and direct them to the appropriate personnel.
* Manage and distribute incoming mail and deliveries.

Administrative Support:

* Provide administrative support to various school departments as needed.
* Maintain and update student records.
* Managing the school’s electronic and paper filing systems.
* Assist in organising and coordinating school events and activities.

Communication:

* Effectively communicate with parents, staff, and students to address inquiries and provide information.
* Disseminate important announcements and information as directed by school leadership.

Organisation and Time Management:

* Maintain an organized and tidy reception area.
* Manage appointment schedules for school staff and handle reservations for meeting rooms.

Collaboration:

* Work closely with other administrative staff to ensure smooth daily operations.
* Collaborate with teachers and support staff to address the needs of students and parents.

Qualifications:

* Previous experience in a similar role is preferred.
* Excellent verbal and written communication skills.
* Strong organisational and multitasking abilities.
* Proficient in basic computer applications (Microsoft Office suite).
* A friendly and approachable demeanour
* Maths & English GCSE Grade A-C or equivalent

Further details – including an application pack – are available on the school website [www.chs.academy](http://www.chs.academy). Alternatively you can contact reception@chs.academy or call 01928 561 706

Applications must be returned to the school by noon on Thursday 18th July 2024 with interview dates to be confirmed.

The Cavendish High Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful, you will be required to apply for an Enhanced Disclosure from the Disclosure and Barring Service.