



Receptionist/Administration Support

Salary: £18562 FTE, Actual salary: £16,635

Contract: Permanent

Hours: 36.5 per week – Term time only + 5 days

As the Receptionist/Administrative Assistant you will be working in a busy School office dealing with a number of customer related enquiries. This role will be to provide administrative support to the school, and an efficient and welcoming Reception.

You will have experience of working in a busy reception environment and of working face to face with the general public.

You will have excellent communication skills both verbal and written as well as the ability to work effectively on your own as well as part of a team.

You will need to have a working knowledge of IT programmes including Word, Excel and Outlook. An understanding of school MIS systems would be an advantage, but training can be given.

If you would like to apply for this great job opportunity please review the job description, then email your application and supporting document to **recruitment@kingsbury.thrive.ac** telling us how you meet the Specialist Skills, Knowledge and Experience criteria. Guidance for completion can be found on the application form.