



Email: recruitment@kingsbury.thrive.ac

Website: www.kingsbury.thrive.ac

Receptionist/Administration support
£18,562 - £20,493 pro rata
£16,635 - £18,365 Actual salary
36.5 hours per week
Term time only + 5 days
Kingsbury Academy, Kingsbury Road, Coundon, Coventry, CV6 1PJ
Tel: 024 7659 4952
Headteacher: Andrea Davis

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.

Application forms and further details can be downloaded via the Thrive Education Partnership website or requested from enquiry@kingsbury.thrive.ac

Completed forms should be sent by email to recruitment@kingsbury.thrive.ac

Closing date for applications: 24th October 2021

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role

Kingsbury Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work.