

Headteacher: Mr C. Devlin

Kepier T: 0191 512 8960  
Dairy Lane  
Houghton-le-Spring info@kepier.com  
Tyne and Wear DH4 5BH www.kepier.com



## Reception Administrator

**37 hours per week, 38 weeks + 4 weeks**

**NJC Scale 3-4 £22,737 - £23,114 FTE, £20,785 - £21,130 Actual**

We have an exciting opportunity available for a full-time Reception Administrator to join our team at Kepier.

We are looking to employ an enthusiastic, outgoing and adaptable individual who has the ability to succeed in the above role.

The successful candidate must have a proactive and positive approach, be confident in working effectively within a busy and challenging environment, and be capable of dealing with multiple tasks whilst maintaining high levels of customer service at all times.

The right candidate will be computer literate with specific knowledge of Microsoft Office and/or Google Suite. The experience or the ability to carry out administrative tasks, including the ability to present work clearly and professionally, is essential. Experience of using and creating reports in SIMS is desirable.

The school is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. All School posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants will be subject to appropriate background checks and vetting including an enhanced DBS check and checks against the children's barred list.

Application form, job description and person specification are available online at [www.kepier.com](http://www.kepier.com). Application forms only (please do not attach additional letters or statements) should be returned to [recruitment@kepier.com](mailto:recruitment@kepier.com) no later than 12 pm noon on Friday 28th June 2024. Interviews are expected to take place W/C 8th July 2024.

We fully appreciate the time and effort required in completing an application and, whatever the outcome of this particular process, we are grateful for your interest in working at Kepier and wish you every success with your future career. Applicants who have not been contacted within 2 weeks of the closing date should assume they have been unsuccessful.

Registered Office:  
Dairy Lane, Houghton-le-Spring,  
Tyne and Wear DH4 5BH  
Company Registered in  
England and Wales:  
Registered Number: 10980753

