



Fantastic Opportunity!
School Receptionist/Office Administrator
Colmers Farm Primary School - Excelsior Multi Academy Trust

Contract: Permanent Term Time Only
Pay Scale: Grade 2 £24,027 - £24,790 pro rata
Actual Salary £21,008 per annum
36.5 hrs per week (Monday – Friday)
Closing Date: 20th June 2025
Interview Date: 9th July 2025

www.colmersfarm.excelsiormat.org

www.excelsiormat.org

Colmers Farm Primary School is proud to be part of the Excelsior Multi-Academy Trust. With their support we continue to improve and provide our children with the best education possible as well as helping to nurture and develop their personal and social skills. Our values of succeeding together, engaging in learning, ensuring equality for all, and aspiring from the start, shape all we do across Excelsior Trust and our schools. Our 'No Outsiders' approach to equality ensures everyone is welcome in all our schools.

Above all, we understand that our schools are communities; and that we all benefit from creating a working environment in which staff feel happy, valued and gain satisfaction from their work. We are driven by our core values of:

OUR VALUES

Succeeding together
Alone you are good, together we are amazing.

Aspiring from the start
Where ambition begins on day one.

OUR VISION

Our schools to be outstanding beacons of equality, where pupils succeed in a safe, innovative, and vibrant learning community.

OUR VALUES

Ensuring equality for all
Equality, first, foremost, forever.

Engaging learning
Unlocking minds every day.

Excelsior Multi Academy Trust presently comprises of Colmers Farm Primary School, Green Meadow Primary School, Heath Mount Primary School, Highters Heath Community School, Parkfield Community School, The Meadows Primary School, Thorns Primary School, and Turves Green Primary School.



Excelsior's main aims are to:

- Provide outstanding education through our values of equality, aspiration, and innovation.
- Develop outstanding leadership and well trained and motivated and happy staff, who will improve our pupils' outcomes in an exciting learning environment.
- Deliver a broad, balanced, and innovative curriculum of opportunity.
- Provide opportunities for pupils to develop resilience, compassion, and respect for all.
- Provide our communities with excellent schools.

Core purpose of the role

We are looking for an exceptional Receptionist/Office Administrator at Colmers Farm Primary School: -

- To provide a helpful, courteous, and welcoming school reception service.
- Experience of Canva is desirable but not essential.
- Experience of Trello is desirable but not essential.
- Strong IT Skills.
- Front of house including answering the phone, taking messages, and dealing with general queries in a helpful and professional manner.
- Responsible for Breakfast Club and dinner numbers.
- Monitoring the recording of pupil attendance including the efficient maintenance of electronic registers and use of the correct attendance codes.
- Updating our MIS.
- Admin Requests.
- Letters and reports for Head Teacher/SLT.
- Assisting in the editing and updating of our school website.
- Incoming and outgoing post (i.e., franking, sorting, and distribution).

What can we offer you:

In return for your commitment to our Trust, we can offer:

- An outstanding, innovative, and ambitious executive leadership team who, through their passion and drive to improve outcomes for children, support and motivate each other to achieve great things!
- Sector competitive pay.
- Excellent CPD opportunities.
- A fantastic supportive working environment.
- The opportunity to make a significant difference in the lives of children across Birmingham.
- Access to our mental health and wellbeing platform, ExcelWell.
- The opportunity to develop into a highly effective leader.
- 24/7 advice and helpline.
- Flexible working arrangements.

Recruiting and Onboarding:

If you would like an informal chat, or further information about the role, please contact the HR Team hr@excelsiormat.org or to visit the school, contact Colmers Farm Primary School on 0121 716 0444.

How to apply:

Please visit our website to download the Job Description & Person Specification and complete the online application and monitoring forms. If you have any queries, please email: hr@excelsiormat.org. Please do not send in CVs, the application form covers the information required and is designed to ensure fairness during interview shortlisting. Receipt of two references are required as part of the interview shortlisting process. Your application may be rejected if adequate references have not been provided.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.