



Redhill School

Junction Road
Stourbridge
West Midlands
DY8 1JX
01384 816355

www.redhill.dudley.sch.uk

Receptionist/Administrator (Part Time)

Grade 3 SCP3-4

Permanent— Term time 39 weeks (includes Inset Days)

22.5 hours per week (3 days)

Actual Salary (pay award pending): £11935.44 to £12133.34 (- 5 years' service)

£12205.37 to £12407.75 (+ 5 years' service)

Redhill School is a thriving secondary school situated in Stourbridge, West Midlands. Redhill is a great place to work. We are a school which combines exceptional care and wellbeing with consistently strong examination results. The development of the whole child is very important to us. We are very proud of all our students.

Redhill also offers staff a wonderful caring and supportive environment to work in. Ensuring our staff are looked after is very important to us. We are committed to the positive wellbeing of our staff.

We encourage you to come and visit us to feel the warmth and friendliness in our great school.

Required for September 2024

We are seeking a friendly, approachable and enthusiastic receptionist/administrator to join our great team. You will be based in our recently upgraded, relocated reception area with other members of our support team. You will be the first point of contact providing a full receptionist service, greeting parents, visitors and staff, creating an efficient, polite and welcoming first impression.

Redhill Offers:

- Outstanding leadership and teaching
- An opportunity to experience excellence
- A culture of engagement, challenge and support
- Exceptional pupils and staff
- Opportunities for continued professional development

The person Redhill is looking for will:

- Have a 'Commitment to Excellence' in their work
- Be passionate about the development of the whole child
- Be a team player

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.

Please see the full candidate pack for details on visiting the school and how to apply.

<https://www.redhill.dudley.sch.uk/career-opportunities>

Closing Date: Thursday 11 July 2024, 9am

Interview Dates to be advised

Please note only successful candidates will be contacted.

All candidates are subject to safer recruitment procedures.