



**EXTERNAL**

**Post: Receptionist and Administrator**

**Hours of Work: Permanent, Full Time, All Year Round**

**Salary: Grade 5, Points 5 to 7, £24,790 to £25,584 per annum**

**Actual Salary: £18,541 - £19,135 per annum**

We are seeking to appoint an experienced Receptionist and Administrator to support the Administration team at Bluecoat Wollaton Academy. The successful candidate will possess excellent administration, prioritisation, time-management and interpersonal skills and the ability to work well in a busy office environment. The postholder will be responsible for the student reception area and will also be required to provide a range of administrative support services. The nature of the role means that no one day is the same and there is always something new to do and learn. The ideal candidate will be personable, have experience in a customer facing role and enjoy dealing with people, both in person and on the telephone.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The successful candidate will be committed to the students and academy life and will possess the ability to communicate effectively and be able to raise the standards of learning for all of the students with whom they are required to work.

The growth and development of our Multi-Academy Trust makes this an excellent opportunity to join us, as we seek to serve a growing number of young people across the region.

In return we can offer:

- Archway benefits to include shopping discounts and competitions
- A free and confidential employee assistance programme offering counselling and advice
- Generous pension scheme
- Access to discounted travel schemes
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references, online searches and any other statutory checks that are required for the post. We are an equal opportunities employer.

For more information about Archway Learning Trust and the vacancy, please visit [www.archwaytrust.co.uk/vacancies](http://www.archwaytrust.co.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date: 9am, Friday 25<sup>th</sup> April 2025**

**Interview Date: Week Commencing 28<sup>th</sup> April 2025**