

## VACANCY

### RECEPTIONIST / FIRST AIDER

FIXED-TERM, PART-TIME, 4 DAYS PER WEEK, MONDAY TO THURSDAY

**Salary: Scale 3 £18,198 - £18,766 FTE**

**30 hours a week (pro-rated at term time + 1 week = £12,479 - £12,868)**

**Start date: As soon as possible**

**End date: 22<sup>nd</sup> July 2022**

City Academy Norwich is a dynamic, nurturing learning community that holds the highest expectations and aspirations for our students and staff. Our ethos is encapsulated by three simple words. Enjoy Respect Achieve.

We are seeking to recruit a temporary Receptionist / First Aider who is confident in dealing with highly confidential and sensitive issues and who has excellent administration, organisational and communication skills. As part of the role you will be required to work Monday to Thursday, 8am to 4pm. Monday, Wednesday and Thursday you will be based in First Aid, providing some additional administrative support to the Academy. Tuesdays will be based on Reception. A first aid at work qualification or equivalent is essential for this role.

The job is fast-paced so you will need to have the ability to multi-task and prioritise, being able to effectively communicate with everyone: students, staff, parents, carers, governors and members of the public. You will need to be able to:

- Provide first aid response to students
- Record and maintain medical records, ensuring confidentiality guidelines are adhered to
- Same day parental / carer contact (where necessary) informing of any medical attention received in the Academy
- Clear communication with relevant staff, ensuring students' medical needs are managed in a confidential manner
- Effectively communicate with everyone: students, staff, parents, carers and members of the public
- Anticipate and exceed the needs of customers
- Always demonstrate a positive, welcoming disposition
- Collaborate at all levels
- Prioritise your workload and be efficient and accurate even under pressure
- Problem-solve by thinking independently and using your initiative
- Demonstrate good computer skills
- Provide administration support to the Academy as and when directed
- Undertake any other reasonable requests from key members of staff to ensure the smooth running of the Academy

Previous experience of working in a school or similar environment essential.

Sense of humour a must as well as a flexible, proactive and solution focussed work ethic. Ability to work on own initiative is essential but you will be part of a friendly and supportive team.

Would you like to work in an Academy setting that:

- believes in every child achieving the very best they can
- is dedicated in helping you build a fulfilling and successful career
- strives to support your development to enable you to become outstanding in your field
- prioritises professional development, with a strong ethos of open and honest feedback

You could join us in an exciting time of improvement as we work in partnership with the highly successful 'Bohunt Education Trust'. The Bohunt Trust, nurture and support professional ambitions by providing opportunities for training, development and progression, whatever stage you've reached in your career.

**Applications:**

**Please visit our website for full details on how to apply.**

**For an informal conversation about the role, please contact the Human Resources Lead.**

**Closing date for applications:**

12pm Friday 28<sup>th</sup> January 2022

**Interviews:**

W/c 7<sup>th</sup> February 2022

*City Academy Norwich is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service and required to sign up and maintain their subscription to the DBS update service.*

*Please note when proving references please give the names and addresses of two people who would be willing to supply a reference for you. These should be from your two most recent employers, or if you have not worked before, please use your school or college teacher/tutor. Two different employers should be supplied (i.e. not from the same organisation) and should be from a senior person with appropriate authority, not just a colleague.*

*If this is not possible a suitable alternative would be a previous employer, business associate or leader/organiser of a voluntary organisation. Please do not include friends or relatives.*