

**RECEPTIONIST**

**GRADE 3, SCP 4-6 (actual salary: £20,990 - £22,148)**

**37 hours per week, term time only**

**Monday-Thursday – 8.00am-4.30pm (1 hour lunch) 8.00am – 4.00pm (1 hour lunch)**

**PERMANENT**

**Start date: 1st September 2025 or as soon as possible thereafter\***

Be the first smile they see! Are you the friendly face that lights up a room? Do you thrive in a fast-paced environment where no two days are the same? We’re looking for you—a calm, capable, and confident communicator—to be the heartbeat of our school.

As our school receptionist, you’ll be the first point of contact for students, parents, staff, and visitors. Whether it’s answering a parent’s call, supporting staff with admin, or welcoming a nervous Year 7 on their first day—you’ll be the warm, reassuring presence that sets the tone.

**You’ll need to:**

* Be confident, organised, and approachable
* Handle queries with professionalism and a smile
* Manage the front desk and carry out vital admin duties
* Have strong IT and communication skills
* Keep calm under pressure and love a challenge

Previous experience in a school or busy office environment is desirable but not essential. A warm personality and can-do attitude matter most!

Joseph Leckie Academy is a vibrant, exciting and innovative mixed 11-18 Academy with an overall positive progress score every year since 2017 and **within the top 3 non-selective schools in Walsall every year since 2017.** With our excellent results, being graded as ‘Good’ across all areas by Ofsted (October 2021) and our continual desire and drive to keep moving forward, this is an exciting time for you to join our team.

We offer a highly supportive environment and are committed to ensuring outstanding teaching, behaviour, progress and achievement. Ofsted commented that “**Staff are proud to work in our Academy**.” They also noted that: “**Pupils are proud of their school.** Pupils with special educational needs and/or disabilities (SEND) thrive. They receive strong support. Pupils with SEND speak highly of this strong support. They say, ‘support staff know us well.”

This post represents a fantastic opportunity for the right candidate to make a real difference to our drive to continue to raise standards of education in the Academy. If you believe that you have the skills and abilities to take on this role, we would love to hear from you.

**We can offer you: -**

* **Friendly and supportive** staff across the Academy
* **A high focus on staff well-being** with staff social events, a new gym, well-being counsellor, well-being coordinator for staff, Academy nurse, monthly staff breakfasts, employee assistance programme, an in-house educational psychologist and much more…
* **Excellent support and professional development opportunities** including opportunities to undertake our own in-house CPD programmes.
* **A well established and supportive Induction programme** for all staff at all levels.
* The opportunity to work with a highly supportive, well-established, dedicated and visible Leadership Team and welcoming staff at all levels
* Excellent resources, programs and technology to support your work
* **A large and expanding Academy at the forefront of change and growth,** with high standards and an ambitious desire to better the lives of our students and impact further on our wider community.

Ready to be the new face of our Academy? Apply now and become the person everyone remembers – for all the right reasons!

**Application process:**

**Please see the attached job description and person specification and address this in your application and supporting statement.**

Joseph Leckie Academy is an equal opportunities employer and fully committed to promoting and safeguarding the welfare of students and candidates will be required to undergo an enhanced DBS check.

**We welcome visits to the Academy, please contact Anna Morgan to arrange for a visit.**

**Closing date for applications: Wednesday 23rd July at 8.00am.**

Please send completed applications to Anna Morgan. recruitment@josephleckieacademy.co.uk

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Joseph Leckie Academy

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Email: a.morgan@josephleckieacademy.co.uk

Associate Principal: Ms Rachel Cook

CEO: MR James Ludlow