**King Edward VI Handsworth Grammar School**

Grove Lane, Handsworth, Birmingham, B21 9ET

Tel: 0121 554 2794

Email: auzlis@handsworth.bham.sch.uk



**Post: Receptionist**

**(Term Time + 2 weeks)**

**Salary: NJC Pay Scale 4 £24,404 (Actual £22,504.12)**

**Closing date: Friday, 29th November 2024**

**Interview date: Thursday, 5th December 2024**

**Receptionist Term Time + 2 weeks**

Salary Point 4 £24,404 (£22,504.12 pro rota).

36.5 hours a week, Term Time + 2 weeks, 7:45 to 15:45 Monday to Friday.

We are looking for a professional, well organised receptionist to be the first point of contact for visitors to our school. The successful applicant will have excellent interpersonal skills with the ability to communicate effectively with parents, students and staff. You will also require good organisational and planning skills in order to work well in a very busy environment as a member of the front office administration team. Duties will include switchboard operation, general office/clerical duties including word processing and administration tasks.

Closing date for applications: Friday, 29th November 2024

Interview date: Thursday, 5th December 2024

For further details please contact Agnieszka Uzlis (HR Manager) on 0121 507 8269 or email auzlis@handsworth.bham.sch.uk or visit the School website [**www.handsworth.bham.sch.uk**](http://www.handsworth.bham.sch.uk)

**We place a priority on safeguarding children and are an equal opportunity employer**