



## School Receptionist, Administrator and Medical Needs Co-ordinator

<b>Dates:</b>	Apply by <b>12pm, Tuesday 28<sup>th</sup> September 2021</b>
<b>Start Date:</b>	ASAP
<b>Salary:</b>	Grade 4 - £15,316.77 - £18,155.03
<b>Contract type:</b>	Term-time (38 weeks during school term)
<b>Contract term:</b>	Permanent
<b>Core Hours of Work:</b>	37.5 hours per week (Monday to Friday)

### The School

You will be working with a pioneering group, Nishkam School Trust, which is a flagship DfE Free School, and is the first multi-academy free school trust in the UK.

The core of a Nishkam education is the triple pursuit of academic excellence, creating a community that supports children throughout their lives and nurturing a strong values-led approach to life.

Our children are a delight to teach, the School has exceptional resources, our teachers are enthusiastic and hardworking, and the support team is dedicated to the wellbeing of all pupils. We opened in September 2011 as a two form entry school, for pupils aged 4-11 years, with nursery provision attached. We remain significantly oversubscribed.

### The Role

We are looking for an enthusiastic School Receptionist & Administrator to join our School Office team. You will be a key point of contact for parents, visitors, and pupils at the school as well as main contact for staff and pupils during school hours. It is essential that you have a professional, courteous and respectful style of communication at all times. In addition, you will assist with a variety of administrative tasks within the school office and support the staff team at school.

### We will offer you

- a friendly and welcoming team
- hardworking and dedicated colleagues
- enthusiastic and diligent children
- supportive parents, carers and community
- a committed and fully involved governing body
- a well-resourced learning environment
- opportunities for professional development

**Nishkam School Trust (NST) are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. Any successful applicant will be required to undertake an Enhanced DBS Check.**

### To apply:

- Please download an application pack at <https://www.nishkamschooltrust.org/page/?title=Vacancies&pid=86> or contact the school office on 0121 647 6890
- Applications to be sent to [recruitment.npsb@nishkamschools.org](mailto:recruitment.npsb@nishkamschools.org) by Tuesday 28<sup>th</sup> September, 12pm
- Successful applicants will be contacted by Tuesday 28<sup>th</sup> September 2021
- Interviews will be held: Thursday 30<sup>th</sup> September 2021