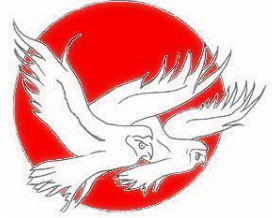




Bengeworth

Multi Academy Trust

Brilliant People • Better Schools • Bright Futures



Bengeworth CE Academy
Kings Road, Evesham, WR11 3EU

School Receptionist

Part time and permanent

Required to start January 2025 or as soon as possible

Scale 2, pt 3 - 4 pro rata (£7809 - £7931 per annum)

14 hours per week, Term Time Only (Plus INSET days)

Monday and Thursday, 08:30am - 4.30pm (plus occasional Fridays)

We are looking to appoint a capable and efficient receptionist to be part of our wonderful staff team. The successful candidate will be responsible for being the first point of contact for visitors to the school. You will undertake general office duties including answering the telephones, and dealing sensitively with a wide range of issues and queries from children, parents and outside agencies.

You should be up to date and proficient in all office skills, and you will need:

- Good knowledge of Word, Excel and Google Suite
- Good problem-solving skills, an unwavering commitment to customer satisfaction and a can-do attitude
- Previous relevant experience (not necessarily school based)
- Ability to multitask under pressure and work to deadlines
- Experience of School MIS (e.g. Scholarpack) and payment systems (e.g. ParentPay) is desirable but not essential
- First aid qualification or a willingness to undertake first aid training

Other necessary qualities include confidentiality, being able to work on your own initiative, a willingness to support other members of staff and go the extra mile.

As a Receptionist, you will be carrying out the following duties:

- Answering all calls in a professional manner and communicating messages promptly
- Ensuring all guests are welcomed in a friendly manner
- Dealing with enquiries at the Reception Desk
- Providing support to staff, parents and children
- Ensuring the smooth running of the office/reception area
- Support the admin team with school absences and other pupil / parent administrative duties including emails, and communications such as letters to parents
- Handling other administrative duties for the school as and when required
- Maintaining confidentiality at all times for sensitive documents and phone calls

Bengeworth Multi Academy Trust is committed to safeguarding children and promoting the welfare of all children and young people and expects all staff to share this commitment. Online checks will be carried out for all shortlisted applicants, and successful candidates will be subject to an enhanced Disclosure and Barring Service (DBS) check.

We would encourage you to look at our website, www.bengeworthacademy.co.uk to find out more about our school.

To apply, please download and fully complete a MAT application form from the Vacancies section of our website, and return via email to vacancies@bengeworth.worcs.sch.uk before the closing date.

Closing Date: 9am Monday 16th December 2024

Interview Date: Monday 20th January 2025

