



## EXTERNAL

**Post:** Student Receptionist

**Hours of Work:** 08.30 Start

**Salary:** Grade 5, Points 5 to 7, £23,500 - £24,293 FTE

**Actual Salary:** £20,726 - £21,426

Are you ready to make a real impact in a dynamic, fast-paced environment? Archway Learning Trust is looking for a driven, enthusiastic, and dynamic individual to join our team as a Student Receptionist at Bluecoat Beechdale Academy. This is not just a job; it's an opportunity to be part of an organisation dedicated to working together to transform lives.

At Archway Learning Trust, our mission is to collaborate and transform lives through education. Schools are vibrant and ever-evolving places to work, where no two days are the same. We believe in the power of passion, drive, agility and the ability to reprioritise quickly to meet the diverse needs of the communities we serve.

This exciting opportunity will require the candidate to possess excellent administration, prioritisation, time-management, customer service and interpersonal skills. You will need to have the ability to work well in a busy office environment, with a variety of demands. The postholder will be responsible for the student reception area and will be required to provide a range of administrative support. The nature of the role means that no day is the same and there is always something new to do and learn. The ideal candidate will be personable, have experience in a customer facing role and enjoy dealing with people, both in person and on the telephone.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience. The role will be based at Bluecoat Beechdale Academy but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.

In return we can offer:

- Archway benefits to include shopping discounts and competitions
- A free and confidential employee assistance programme offering counselling and advice
- Access to a generous pension scheme
- Access to discounted travel schemes
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references, online searches and any other statutory checks that are required for the post. We are an equal opportunities employer.

For more information about Archway Learning Trust and the vacancy, please visit [www.archwaytrust.co.uk/vacancies](http://www.archwaytrust.co.uk/vacancies). To apply for the role click apply which will take you to the

application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date:** 9am, Monday 7<sup>th</sup> October

**Interview Date:** Thursday 10<sup>th</sup> October