



EXTERNAL

Post: Student Receptionist

Hours of Work: Permanent, Full Time, All Year Round

Salary: Grade 5, Points 5-7, £23,500 to £24,293 per annum

This is a new position within the core administration team to support the growth at Bluecoat Trent Academy. It is an exciting opportunity, for someone to embed a front facing customer service to all stakeholders, in a brand new building, supported by an experienced team. The ideal candidate will be an experienced receptionist with the ability to possess excellent administration, prioritisation, time-management, interpersonal skills and the ability to work well in a busy office environment. The post will mean you will communicate with a variety of individuals, so therefore you will need to demonstrate, enjoying dealing with people, both in person and on the telephone. The post holder will be located on the reception which students attend, therefore you will have lots of student interaction, meaning the nature of this role, no one day the same and there is always something new to do and learn.

The successful candidate will be committed to the students and academy life and will possess the ability to communicate effectively and be able to raise the standards of learning for all of the students with whom they are required to work.

The growth and development of our Multi-Academy Trust makes this an excellent opportunity to join us, as we seek to serve a growing number of young people across the region.

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. 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 22nd July 2024

Interview Date: Thursday 25th July 2024