Job Advertisement

Temporary Receptionist (1 Year Contract)

Role: Receptionist

Start Date: 1 September 2024

Salary: Grade 6 (Currently £16,720, pending pay award)

Hours: 30 hours per week over 4 days - Monday, Tuesday, Thursday and Friday 7.30am – 3.30pm (start and finish times are open to discussion) on a term time only basis

Governors of this popular, successful and highly over–subscribed 11-16 High School are seeking to appoint a committed, personable and motivated Receptionist/General Administrative Assistant to contribute towards the efficient administration in the busy main school office. The vacancy has arisen due to a one-year secondment of the current post holder.

Our Receptionist is a vital role within the school and first point of contact. The role will involve welcoming visitors to the school, signing them into the building and issuing visitor passes. In addition to this you will answer phone calls and queries, carry out basic administration tasks, organise post and support other colleagues as required. You will be fully supported in your role and work jointly with our Pupil Receptionist.

We are specifically looking for someone who: -

* Has the ability to communicate clearly and effectively, in a confident and positive manner.
* Has excellent interpersonal skills with a friendly, polite, and approachable outlook.
* Demonstrates a flexible approach, according to the needs of the school.
* Has good computer skills in Microsoft Office applications.
* Possesses strong organisation skills and has the ability to multitask.
* Is eager to learn new skills and knowledge.

Employees of Bury Council have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm. Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service.

Further details, job description, and application forms are available on the School’s website at [www.eltonhigh.bury.sch.uk](http://www.eltonhigh.bury.sch.uk) or from Mrs Grant, PA to Headteacher, on 0161-763-1434, or via email at [granta@eltonhigh.bury.sch.uk](mailto:granta@eltonhigh.bury.sch.uk).

The deadline for applications is **Thursday 18 July at 10.00am**.