Administration Assistant (Reception) 2 Posts

1 X HOURS: 36.5 hours per week. Term Time Only. 08.00am-4.00pm (1 Year Fixed Term Contract)
1 X HOURS: 36.5 hours per week. All Year Round. 08.30am-4.30pm

GRADE: GR2
SALARY RANGE: £17,007 - £19,446 pro rata
Required: As soon as possible
Posts: 1 x Full Time-Permanent and 1 x One year fixed term contract
Employed By: Washwood Heath Multi Academy Trust
Based at: Washwood Heath Academy, Burney Lane, Stechford, Birmingham, B8 2AS.

First impressions count – it only takes 7 seconds to make a first impression on another human being……. Are you that person who can encapsulate Washwood Heath Academy’s success and make that all important first impression in a dynamic, energetic environment?

Washwood Heath Multi Academy Trust is looking to appoint a suitably qualified, hard-working and enthusiastic Administration Assistant to support the work of the Administration teams by being a professional, effective and efficient Receptionist.

Washwood Heath Academy is an increasingly successful school at the heart of the community. We offer students a wide range of support to enable them to succeed. As part of our commitment to help students achieve the best possible results we are looking for an Administration Assistant to work with the Administration team to ensure our Reception is a welcoming and professional environment.

You will work under the direct supervision of the PA/Administration Support Manager and the Deputy Office Manager to provide excellent support in Reception.

You should have excellent IT skills, be well organised, have a professional approach to work and be able to prioritize workloads to meet critical deadlines. Excellent communication skills both oral and written are also an essential part of the role to be able to deal with staff, students, parents and external agencies. An ability to multi task is essential.

The successful candidate will already have experience of working within a front of house setting, ideally in an academic establishment, have experience of Microsoft Office and should be able to provide evidence that you have the skills, knowledge and understanding to become an Administration Assistant in Reception at our Academy.

We:
• have motivated, vibrant, multi-ethnic students and staff
• have a strong family ethos where individuals are respected and valued
• offer an excellent induction programme within a friendly and supportive environment
• offer a wide range of opportunities to develop further colleagues’ teaching skills and leadership potential
• are creative and innovative in our approach to all aspects of school life
• are well resourced and ICT rich
• are committed to continuous improvement
• are part of the WHA Trust that provides numerous professional development opportunities, on-site parking and Perkbox benefits, which include discounted restaurants and free mobile phone insurance.

It is a very exciting time to join our Academy and we are looking for a highly motivated, skilled and creative individual to join a committed team of specialists.

For further details and Application form, please visit the school website: www.washwoodheath.com/vacancies
(NB CV’s will not be accepted)

Closing date for applications: 9:00am Monday 11th March 2019

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

Washwood Heath Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.