

Receptionist/Office administrator

We are looking to appoint an enthusiastic, hard-working and committed admin assistant/receptionist to join our busy office team on a temporary basis.

The role is for 14 hours per week until 14 June in the initial period but may be extended.

You will need to have excellent communication skills and a warm professional manner providing first class customer service and admin support.

The role is varied and no two days are the same, so you will need to be flexible.

Ideally, you will already have experience of working in a school office/reception and will be familiar with SIMS, although training will be given.

You will be the first face to greet visitors to the school and to answer queries on the telephone so a friendly disposition and good sense of humour is essential.

The ability to be proactive and prioritise the tasks is an essential skill in carrying out this role.

You should have:

- good GCSEs in English and Maths or equivalent
- excellent IT skills – Word & Excel etc.
- previous school or office experience