

RECEPTIONIST/ADMINISTRATOR THORNS COLLEGIATE ACADEMY

**Grade 3 £16,863 - £17,391
37 Hours per week – full time**

We are seeking an efficient Receptionist/Administrator to work as part of a team providing a professional, effective and efficient service administration for Thorns Collegiate Academy.

You should have experience of working in an office environment using computerised records systems and experience of word and excel. Experience of working within a school office environment would be an advantage.

The successful applicant will be self-motivated, highly organised with an excellent telephone manner, written and verbal communication skills.

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

An application form and job description are available from our website www.thornsca.org.uk

The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Closing date: 1.00pm Wednesday 24 October 2018

Shireland Collegiate Academy Trust
Thorns Collegiate Academy
Stockwell Avenue
Quarry Bank
Brierley Hill
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