

## Receptionist/Administrative Assistant

### Full time or part time/job share considered (term time only)

Birkett House School requires a receptionist/administrative assistant for a very busy school. This role is primarily front of house being meet & greet, so excellent communication skills and pleasant disposition are essential. There is also an element of administration linked to this role and therefore you will need to have a good attention to detail.

Birkett House is a very popular and successful all age special school for pupils with learning difficulties. We are a multi-sited school in south Leicestershire and we are currently looking for Teaching Assistants. The main school site is in Wigston and we also have inclusion units at Thistly Meadow Primary School (Blaby), Little Hill Primary School (Wigston), Thomas Estley Community College (Broughton Astley) and a purpose built Senior Department based in Countesthorpe.

#### **Job Information:**

We are looking to recruit a Receptionist/Administrative Assistant to join our main Wigston Office.

You will need

- Excellent communication skills & a pleasant disposition.
- Educated to GCSE level in English & Maths
- To be committed to a busy environment which can be highly demanding at times.
- To work to promote excellence in all aspects of the school ethos
- To enjoy the challenge associated with achieving the best
- To be enthusiastic and committed and want to join a dynamic and dedicated school staff.

You must have the ability to work on your own initiative to ensure school administrative needs are met. Your priority will be customer facing, dealing with parents & visitors in house and on telephones. You must have existing admin-based skills using a variety of Microsoft Office software and a recognisable experience of using other databases. You will need to be flexible as work will be driven by a number of class-based staff requests. You will have responsibility for sending out notifications to parents/carers, updating the website, monitoring class based spend, managing the School's incoming email account and pupil database, along with other specific duties.

Contract term	Permanent
Contract type	Term time only (38 weeks/year)
Working hours	Full time or part time/job share hours would be considered. Full time hours will be 30 to 35 hours, and core hours to be covered are between 8.30am to 4.30pm.
Salary	Starting Salary grade 5, point 7-8. Pro rata of F.T.E. which is £23,118 For example if working 35 hrs/week actual salary would be £18,235

If you have any questions about this role please contact Gaynor Hall (School Business Manager) in the first instance. **Visits are encouraged up to the closing date**, please call the school directly if you wish to do so, 01162885802. **Closing date: 9.00am Monday 29th April 2024 Interview date: Tuesday 7th May 2024.**

Please complete an application form stating whether you are interested in full time or part time/job share, and send a letter explaining why you believe you have the skills and knowledge to deliver this role successfully to Gaynor Hall, School Business Manager. If you wish to send via email, [ghall@birketthouse.leics.sch.uk](mailto:ghall@birketthouse.leics.sch.uk).

Birkett House is committed to safeguarding and promoting the welfare of children. This post is designated as a regulated activity and requires enhanced criminal records check for a regulated activity (including a barred list).