

JOB ADVERT

Receptionist & General Administrator x 2

Dates	Contract available to start ASAP
Salary	Grade 3 (SCP 5-6) £21,575 - £21,968 FTE Actual Salary - £18,558 - £18,896
Location	Fir Vale Academy Trust, Owler Lane, Sheffield. S4 8GB
Contract Type	Full Time, Permanent
Contract Term	37 hours per week, 39 weeks per year

POST DETAILS:

Fir Vale school is seeking to appoint two receptionists who can provide an outstanding front of house service to parents, visitors and students and provide administrative support within the Admin Team.

The appointees will have a high level of proficiency in interpersonal skills; computer skills and clerical/administration experience. They will be an outstanding, motivated and inspirational person who is able to demonstrate experience of working effectively with young people and adults.

You will be excited and passionate about the education of children have a professional and courteous manner. Experience of dealing with difficult situations and confidential information is essential along with a commitment to the safeguarding of children.

If you have experience of working in a busy reception environment, ideally supporting students and parents in an educational setting, this could be the role for you. You would be joining an established and supportive team, where you would be well supported within your role.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete a Disclosure and Barring Service form in line with Section 115 of the Police Act 1997.

For further information and to obtain an application form, job description and person specification, visit www.firvale.com

All applicants are required to complete a Fir Vale application form. Please do not use the Sheffield City Council application form. Applications/enquiries to be submitted to: mshiels@firvale.com

The closing date for receipt of applications is 12 noon Friday 17 November 2023. Interviews to be held w/c 20 November 2023.