

Little Lever School, part of the Lever Academy Trust, combines a high quality learning and teaching environment with a caring and supportive ethos. We ensure every student is known and feels valued and expect the best from everyone, every day.

Working at Little Lever School, candidates must have strong organisation, communication and interpersonal skills. You will be responsible for a welcoming reception area and will be the first point of contact for general enquiries. You will be required to provide a comprehensive reception service as well as supporting the administration team.

A flexible approach to work is essential, as the role will require assisting the administrative team at busy times. Previous experience in an education environment would be an advantage but is not essential.

You will have experience of a full range of administrative skills and demonstrate a calm, patient approach and a professional manner at all times.

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| **ADMINISTRATOR - RECEPTIONIST****Required for an immediate start****Permanent post, 15 hours a week, term time plus 5 days** **Working options available are:****• 2 days per week (8am – 4pm)** **• 5 days per week (1pm – 4pm)****Salary based on Grade 3 SCP 13 – 17 (Actual Salary £5,675 – £6,116)** |

Apply now to join our fantastic administration team. The school was described by Ofsted as a ‘thoroughly good’ school with high expectations and where staff receive good training and feel valued. Students have positive attitudes towards their learning and behave with consideration and respect for others.

The school is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.

Application form and job description are available to download from the school website ([www.little-lever.bolton.sch.uk](http://www.little-lever.bolton.sch.uk)) or via the school office. Completed applications should be returned to Mr J Adamopoulos, Operations Director, via HR at jog@little-lever.bolton.sch.uk

**Closing date for applications & shortlisting: 9.00am, Thursday 22nd March 2018**