

## **Join Our Team as a Receptionist and Administrator!**

Are you a proactive and organised administrator looking to make a real impact? Do you excel at delivering top-tier customer service in a busy office environment? If so, we want to hear from you!

### **About the Role**

We are seeking an exceptional Receptionist and Administrator to join our upper school office. You will play a key role in providing outstanding service to visitors, parents, and students, while keeping our administrative operations running smoothly. This permanent role is 37 hours per week, term-time only.

### **Key Responsibilities**

In this role, you will:

- Demonstrate excellent administrative, organisational, and communication skills.
- Maintain high standards while meeting Academy deadlines.
- Build positive relationships with pupils, parents, and staff.
- Deliver friendly and professional customer service.
- Plan and prioritise your workload with a calm and methodical approach.

### **About Us**

The Trinity Catholic School, located in Nottingham, is a successful secondary school and part of the Our Lady of Lourdes Catholic Multi-Academy Trust. We value our staff and offer a supportive, inclusive environment where you can thrive. We are proud to be an Ofsted-rated 'Good' school, serving a community of dedicated learners.

Our Trust brings together 36 Catholic primary and secondary schools across Lincolnshire, Nottingham City, and Nottinghamshire.

### **Why Join Us?**

We offer:

- A salary of £19,610 - £20,268 per annum (OLOL Band 2, NJC points 3-5).
- Opportunities to make a real difference in the lives of our students.
- A role that values your input and encourages personal growth.
- Automatic enrolment into the Local Government Pension Scheme, with employer contributions exceeding 20%.
- Access to top-tier CPD opportunities, including a specialised support staff CPD programme.
- Employee Assistance Programme offering emotional, financial, and legal support for you and your family.
- Health and wellbeing services through our occupational health provider.
- Staff discounts and salary sacrifice schemes, including Cycle-to-Work.

**About You:**

You will:

- Have previous experience working in a busy office environment.
- Be skilled in planning, prioritising, and managing your own workload.
- Maintain professionalism, accuracy, and attention to detail.
- Be approachable, with excellent communication skills and a positive attitude.
- Thrive in a role where communication, professionalism and positivity are key.

**Interested?**

For an informal discussion or to arrange a visit to our school, please contact us at 0115 929 6251.

We would love to welcome you for a visit!

**How to Apply**

Complete our online application form: [Vacancies - Our Lady of Lourdes Catholic Multi-Academy Trust \(ololcatholicmat.co.uk\)](https://www.ololcatholicmat.co.uk/vacancies).

**Closing date:** Monday, 7 October 2024 at 9.00am.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. An enhanced DBS check and other pre-employment checks, including online searches, are required.

We embrace diversity and welcome applications from candidates of all faiths and backgrounds, including those who are not Catholic but are supportive of our values. We are also a Disability Confident Committed employer, encouraging applications from individuals with disabilities or long-term health conditions.

Follow us on **X**: @OLOLCatholicMAT

Connect with us on **LinkedIn**