



## **Receptionist/Administrator**

***£18,065 per annum (Pro-rata)***

This is a position working term time plus 2 weeks

Hours are:

Monday to Friday 8:00am-4:00pm

**Our visitor reception is very important to us so we are looking for a highly motivated receptionist/administrator for our very busy front desk. Excellent customer service skills both face to face and on the telephone are a must, along with strong administration skills.**

**You will need to have experience of a school reception desk or education experience and be able to complete multiple tasks within deadlines.**

Please request an application pack from:

[Lauraholt@graceacademy.org.uk](mailto:Lauraholt@graceacademy.org.uk)

When applying for the role please submit a cover letter detailing why you are a suitable candidate for the role along with an application form.

**Closing date for applications is Friday 16<sup>th</sup> August 2019**