



Brampton Manor Academy

www.bramptonmanor.org

Executive Principal: Dr Dayo Olukoshi OBE

Receptionist/Administration Officer

- **Starting date:** ASAP
- **Hours:** 36 hours per week; term time only
- **Salary:** £23,922 - £24,957 per annum; pro-rata (depending on experience)

We are seeking to appoint an experienced Receptionist/Administration Officer as part of our Operations/Office Team. Under the direction of the Vice Principal (Operations), your role and responsibilities will include covering the Academy's main reception, providing general administrative support within the office team and supporting the administration needs of the school staff.

Brampton Manor Academy is a highly successful 11-18 school located in East Ham. To be part of our vibrant, multicultural and happy school, you **MUST**:

- Have experience of using Arbor or similar pupil management system
- Have the ability to manage workloads under pressure
- Have the ability to prioritise
- Have good problem-solving skills
- Have excellent interpersonal skills
- Have excellent communication skills
- Have a commitment to the ethos of the school
- Have initiative and creativity

For further information and an application form, please visit our school website at: www.bramptonmanor.org

Completed application forms should be returned to jobs@bramptonmanor.org.

Brampton Manor Trust is an equal opportunities employer. We are fully committed to the safeguarding of children. Enhanced DBS, Barred List, Prohibition and Social media checks will always be carried out on new employees.

CLOSING DATE: MONDAY 16th June 2025

Interviews will be carried out on a rolling basis as applications are received.