



Receptionist /Administrator

£21,189 - £21,575

All year round (term time plus 4 weeks may be considered)

(pro rata salary £19,076 – £19,429)

Monday – Thursday, 8am-4pm, Friday 8am – 3.30pm

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. Ideally you will have experience of an educational setting, school reception or administration office and be able to work under pressure and multitask effectively.

Please request an application pack from:

gadrecruitment@darlaston.graceacademy.org.uk closing date for applications is Friday 22nd September 2023 12 noon.

Grace Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure will be requested in the event of an individual being offered the position.