



VACANCY

Office Receptionist

Hours per week – Monday to Friday, term time only (8am – 4pm)

Grade 2

Start date: September 2023

Blakesley Hall Primary School, Yardley Green Road, Stechford, Birmingham, B33 8TH.

Tel: (0121) 783 2148

Website: www.blakesley.bham.sch.uk

We are looking to appoint an Office Receptionist to join our hard-working team. The ideal candidate will have:

- experience of SIMs (essential)
- experience of working within a school office
- the ability to speak community languages (desirable)
- excellent oral and written skills
- excellent communication and organisational skills
- a sound knowledge of a range of computer applications together with IT skills

They will be able to:

- identify work priorities and manage own workload to meet deadlines
- pay attention to detail and be accurate in work outcomes
- be proactive in problem-solving and remain calm under pressure
- deal efficiently with enquiries from visitors to the school and provide a reassuring presence for parents/carers and pupils who will need your help

You will have the ability to work effectively as part of a team, supporting an efficient and positive working environment.

Blakesley Hall Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Closing date for applications: Friday 19th May (12 noon)

Interview: TBA

The application form and the job description can be obtained from the school website www.blakesley.bham.sch.uk