



## **VACANCY**

### **Full time Receptionist (Finance responsibilities)**

**35 hours per week – Monday to Friday, term time only**

**Grade 3 (pt9)**

**Start date ASAP**

**Blakesley Hall Primary School, Yardley Green Road, Stechford, Birmingham, B33 8TH. Tel: (0121) 783 2148**

**Website: [www.blakesley.bham.sch.uk](http://www.blakesley.bham.sch.uk)**

We are looking to appoint a full time Receptionist with finance responsibilities to join our hard-working team, candidates will need:

Experience of SIMS is desirable

Experience of FMS is desirable

Experience of working within a school office is essential

Managing and processing of orders and invoices

Be proactive in problem solving

Have excellent oral and written skills

Have the ability to identify work priorities and manage own workload to meet deadlines

Ability to meet the physical demands of the post

Have attention to detail and accuracy

Have excellent communication and organisational skills

IT skills

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

**Closing date for applications: Monday 27<sup>th</sup> November 2023 Noon**

Application packs including Job Description and Person Specification can be obtained from the school website