

Receptionist

Etone College

Leicester Road, Nuneaton, Warwickshire, CV11 6AA

To commence in September 2021

Term Time Only (39 Weeks) – 37 Hours

Monday – Thursday: 8am – 4pm. Friday: 8am – 3:30pm.

Actual Salary - £14,850

Etone College is seeking to appoint a receptionist to provide administration support to the school. We employ dedicated and dynamic staff who are passionate about seeing pupils achieve to the best of their ability.

Main Duties Include:

- To be part of the administration team with specific responsibility for the effective running of reception
- To keep a log of all visitors to the college, ensuring they all sign in, issue identity badge and safeguarding/evacuation information
- Answer all telephone enquiries promptly and take accurate messages as necessary and pass on to the appropriate person
- To play a full part in the life of the school community and to support its distinctive mission and ethos

Please see Job Description for a full list of duties and responsibilities.

For further details and an application form please visit www.matrixacademytrust.co.uk/vacancies
or contact hr@etonecollege.co.uk

Closing Date: 9am, Friday 6th August 2021

Please note we reserve the right to remove the advertised role early. A Matrix Academy Trust application form must be completed, CVs alone will not be accepted.