

# Receptionist

## Dame Elizabeth Cadbury School

Woodbrooke Road, Bournville, Birmingham, B30 1LU

**37 Hours | Monday – Friday** *(Term Time Only Plus 1 Week)*

Actual Salary: £15,159 - £15,611

Start Date: September 2021

Dame Elizabeth Cadbury School 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. First impressions count! This is a key position, and we need someone who is not only efficient and can manage this busy role but has the personality and skills to ensure pupils and visitors are welcomed and supported.

You must be able to multitask and remain calm under pressure. There will be opportunities for general administrative and clerical tasks in addition to the reception duties which will require good ICT skills including Excel.

Main Activities Include:

- Responsible for providing an efficient and effective administration service for the school.
- Dealing with enquiries from pupils, parents, staff and visitors.

To apply please fill in an application form found on our website: [www.matrixacademytrust.co.uk/vacancies](http://www.matrixacademytrust.co.uk/vacancies) and send to [s.anderson@decschool.co.uk](mailto:s.anderson@decschool.co.uk)

**Application Deadline: Sunday 1<sup>st</sup> August 2021**

**Interview Date:** Week beginning 2<sup>nd</sup> August 2021

Interviews will be happening as soon as suitable applicants are identified - please apply immediately if you would like to be considered.