

## **JOB ADVERT**

### **Receptionist & General Administrator**

<b>Dates</b>	<b>Contract available to start ASAP</b>
<b>Salary</b>	<b>Grade 3 (SCP 5-6) £21,575 - £21,968 FTE</b> <b>Actual Salary - £18,558 - £18,896</b>
<b>Location</b>	<b>Fir Vale Academy Trust, Owler Lane, Sheffield. S4 8GB</b>
<b>Contract Type</b>	<b>Full Time, Permanent</b>
<b>Contract Term</b>	<b>37 hours per week, 39 weeks per year</b>

#### **POST DETAILS:**

Fir Vale school is seeking to appoint a receptionist who can provide an outstanding front of house service to parents, visitors and pupils and provide administrative support within the Admin Team.

The appointee will have a high level of proficiency in interpersonal skills; computer skills and clerical/administration experience. They will be an outstanding, motivated and inspirational person who is able to demonstrate experience of working effectively with young people and adults.

You will be excited and passionate about the education of children have a professional and courteous manner. Experience of dealing with difficult situations and confidential information is essential along with a commitment to the safeguarding of children.

If you have experience of working in a busy reception environment, ideally supporting pupils and parents in an educational setting, this could be the role for you. You would be joining an established and supportive team, where you would be well supported within your role.

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete a Disclosure and Barring Service form in line with Section 115 of the Police Act 1997.

For further information and to obtain an application form, job description and person specification, visit [www.firvale.com](http://www.firvale.com)

All applicants are required to complete a Fir Vale application form. Please do not use the Sheffield City Council application form. Applications/enquiries to be submitted to: [mshiels@firvale.com](mailto:mshiels@firvale.com)

The closing date for receipt of applications is **12 noon am Friday 26 May 2023. Interviews to be held w/c 5 June 2023**