



Email: recruitment@kingsbury.thrive.ac

Website: www.kingsbury.thrive.ac

Receptionist

£22,737 - £24,702 pro rata

£20,469 - £22,238 Actual salary

36.5 hours per week

Term time only + 5 days

Kingsbury Academy, Kingsbury Road, Coundon, Coventry, CV6 1PJ

Tel: 024 7659 4952

Headteacher: Amjid Zaman

As the Receptionist you will be working in a busy School office dealing with a number of customer related enquiries. This role will be to provide administrative support to the school, and an efficient and welcoming Reception.

You will have experience of working in a busy reception environment and of working face to face with the general public.

You will have excellent communication skills both verbal and written as well as the ability to work effectively on your own as well as part of a team.

You will need to have a working knowledge of IT programmes including Word, Excel and Outlook. An understanding of school MIS systems would be an advantage, but training can be given.

Application forms and further details can be downloaded via the Kingsbury Academy website (<https://www.kingsbury.thrive.ac/vacancies>) or requested from recruitment@kingsbury.thrive.ac

Completed forms should be sent by email to recruitment@kingsbury.thrive.ac

Closing date for applications Sunday 12th May 2024, 23.59pm

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

Kingsbury Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work.