



Colne Valley High School

Receptionist

Permanent, full-time role

37 hours per week, term time plus 5 days

Salary: £20,517 (FTE £23,500)

This is a truly exciting opportunity for a motivated, dedicated, and enthusiastic Receptionist to work as part of our Admin Team here at Colne Valley High School. We are looking for someone who has a thorough knowledge and understanding of administrative support and duties.

The successful candidate will be working within a fast-paced environment that calls for high levels of responsibility and confidentiality. You will be the 'face' of the Academy and therefore will be required to deliver a professional service to both internal and external customers and stakeholders. You must have excellent communication and interpersonal skills with the ability to handle challenging situations calmly with diplomacy and discretion.

You will be helping us to support parents, staff, and students with a number of related administrative tasks, including telephone calls with a smile, face to face reception, friendly and professional email responses, the acceptance of deliveries and confidently operating a radio system for communication with staff around the premises.

This is a role that requires excellent organisational and time-management skills with the ability to prioritise tasks and remain confident under pressure. The successful candidate must be able to demonstrate effective word processing skills and have the ability to work efficiently and accurately. A problem-solving attitude to work is essential. Most importantly the successful candidate must have a positive attitude towards team working.

You will play a vital role in creating a warm and welcoming atmosphere for students, parents, and staff, creating, and maintaining a positive impression of the school. We are looking for someone who has previously gained experience within a busy, professional environment.

In return you will work with a progressive and forward thinking Multi Academy Trust where there are opportunities for development and career progression. As a Trust we offer many benefits including a generous holiday entitlement and contributory pension through the West Yorkshire Pension Fund. Great Heights Academy Trust is a growing multi-academy trust with nine schools in the West Yorkshire area with plans to further expand. In addition, we are home to a SCITT, Research School and an English Hub.

If you wish to apply for the role please return your completed application form, as a Word Document to Hayley Drummond, Recruitment Officer at h.drummond@greatheightstrust.org.uk

Closing Date: Wednesday 2nd October, 9am

Interview Date: TBC

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.

GDPR Disclaimer: Please note and appreciate that whilst we review all CV's and applications, due to the high volume that we receive on a regular basis, we can only respond to candidates that have been successful with their application. Therefore, if you do not hear from us within **14 working days of your application**, please accept that your application has been unsuccessful. In line with the General Data Protection Regulations (May 2018) (replacing the Data Protection Act 1998) we will permanently delete information for all unsuccessful applications, and we will not keep candidate information on file for future vacancies at this stage of our process.