



**Apprentice Receptionist/Administrator – Apprenticeship rate of pay (dependant on course completion and in line with gov.uk)**

**Contract: 37 hr p/w (8.15am – 4.15pm) term time only-Fixed Term**

**Start Date : September 2022**

**All Saints National Academy, High Street, Bloxwich, West Midlands. WS3 3LP.**

We are looking to appoint an Apprentice Receptionist/Administrator to add capacity and support in a range of areas within the academy office/reception. This is a demanding and exciting role, which involves working as part of the team. You will be the professional welcoming face of All Saints National Academy.

**The successful candidate would be expected to:**

* Be the first point of contact for the school, dealing with all caller/ visitors in a polite and tactful manner;
* To provide an effective reception service at the academy’s main reception.
* To ensure that the front of house runs efficiently and effectively.
* To be presentable and welcoming at all times;
* To actively develop positive, supportive relations with visitors, staff, students and their parents/carers;
* To be organised, able to multitask, work flexibly and have a ‘can do’ approach to work, as no two days are the same.
* To assist the academy with a wide variety of administrative tasks, requiring a good level of IT skills.

**We can offer you:**

* Level 2 Diploma in Business Administration
* Fantastic, enthusiastic children
* An excellent teaching and learning environment
* Supportive leaders, teachers and assistants
* Support for professional development

Please visit [www.asna.walsall.sch.uk](http://www.asna.walsall.sch.uk) for an application pack or email Michelle Skidmore [mskidmore@asna.walsall.sch.uk](mailto:mskidmore@asna.walsall.sch.uk)

Visits to the academy are welcome please contact Michelle to arrange a visit on 01922 710210

**Closing date for applications:**  Friday 1st July 12:00 noon

**Shortlisting:** Monday 4th July 2022

**Interview date**: Thursday 7th July 2022  
  
The academy is committed to safeguarding and promoting the welfare of children and young people/ vulnerable adults and we expect all staff and volunteers to share this commitment.   
  
The post is subject to an enhanced DBS disclosure check along with other relevant pre-employment checks.   
St Chad’s Academies Trust is committed and working towards equal opportunity in employment