

VACANCY: RECEPTIONIST

LOCATION: Chase Terrace Academy, Bridge Cross Road, Burntwood. WS7 2DB

START DATE: As soon as possible

CONTRACT: Permanent

HOURS: 22.5 hours per week - 12:00 – 16:30, Monday – Friday

Working 39.2 weeks per year.

PAY: Grade 3 (SCP 3-4)

FTE annual salary - £18,887 - £19,264

Actual pro-rated salary £9,930, based on 45.08 pay weeks under 5 years' service.

Chase Terrace Academy, a partner school in John Taylor Multi-Academy Trust, is looking to appoint a Receptionist to provide an efficient and effective customer and administration service to the students, staff and visitors of the Academy.

If you have a passion for excellence and share our vision, we can offer you the opportunity to be part of a successful and progressive Trust, which is committed to ensuring learning is at the heart of all we do.

Further information and application packs are available to view or download from our website www.jtmat.co.uk. Please note that CVs are not accepted, only fully completed application forms should be submitted for shortlisting to: recruitment@chaseterraceacademy.co.uk If you have any specific queries not addressed in the application pack, please contact Mrs S Jones – Head's PA via email: s.jones@chaseterraceacademy.co.uk by telephone on 01543 682286.

Closing date: 9 May 2022 at 9am

Interview Date: Week commencing 16 May 2022

This school 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. An enhanced disclosure and barring service check is a requirement of this post. A copy of the Trust's 'Safeguarding Policy' is available to view by visiting the website: www.jtmat.co.uk

Website: www.chaseterraceacademy.co.uk