

Section: Support

West Midlands

Harborne Academy
Harborne Road
Birmingham
West Midlands
B15 3JL

**Receptionist
Permanent, Full time
Salary - £15,507 - £18,478 per annum**

Harborne Academy is situated in a residential suburb close to the centre of Birmingham. The Academy opened its state of the art building in October 2013. The Academy is on a journey to excellence and was judged to be good by Ofsted in June 2017.

We are currently looking for a Receptionist to join our administration team to undertake reception and administrative duties. It is essential that you are familiar with all Microsoft Office packages, have flexible approach to your work and are a team player.

The main duties will include meeting and greeting visitors, answering incoming phone calls, handling incoming and outgoing mail, dealing with and reporting any issues that arise and making sure the reception area is kept clean and tidy. In addition to this you will need to be able to perform some administrative duties to include photocopying and filing.

To be successful in this role you will have a good standard of literacy and numeracy, experience in customer service and administration, have previous experience working with SIMS or CMIS programmes and be able to work under pressure, multitask and have a sense of humour.

Harborne Academy can offer:

- outstanding facilities in brand new a state of the art school
- excellent professional development opportunities
- a friendly and supportive learning environment
- well behaved and self-motivated students
- excellent student/staff relationships.

An application form and further details can be downloaded from our website:

<http://www.harborneacademy.co.uk> The Academy will not accept CV's and will only accept applications on the Academy application form. Completed application forms should be sent to recruitment@harborneacademy.co.uk

Closing date: 9am on 10 January 2018.

Harborne Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure will be requested in the event of an individual being offered the position.