

## **Job Vacancy**

### **Receptionist / Administrator Grade 3 (£18,426-£19,171)**

**37 hours/ All Year Round**

**Permanent post**

The Governors of Thornleigh Salesian College are looking for a Receptionist / Administrator to be the first point of contact for visitors, students and staff to our school, who will provide an information point in the main reception.

You will often be the very first person from Thornleigh Salesian College that visitors meet and you will be required to provide a positive and welcoming reception and have a professional, courteous and respectful style.

You will need to be able to work on your own initiative and demonstrate practical knowledge and problem-solving skills and have excellent interpersonal skills with students, parents, school staff and external agencies.

You will be required to assist with a variety of administrative tasks within School Services and support the School Administration Team. You will report to the Office Manager.

Essential Skills:

- High level of customer service – via phone and face-to-face
- Competent in Microsoft packages, in particular word & excel. Experience in (Information Management System (SIMS.net) desirable.
- Excellent literacy skills
- Ensuring confidentiality at all times

Experience of working in a school environment would be an advantage but is not essential.

**Closing date** –12 noon on Tuesday 23<sup>rd</sup> April 2019

**Interviews** – Monday 29<sup>th</sup> April 2019

**Application packs can be downloaded from the school website or via**  
[recruitment@thornleigh.bolton.sch.uk](mailto:recruitment@thornleigh.bolton.sch.uk)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS check.