



Our Motto is "The Pursuit of Excellence"

Receptionist/Administrator Required for September 2022

Salary: Level 2A, Point 3-4, £8,654.04 - £ 8,826.78 pro-rated (actual salary) per annum

Hours: 20 hours per week, term-time only (including 5 training days) working from 12:00 to 16:00
Monday to Friday

We are seeking a Receptionist/Administrator to join a supportive and friendly administrative team at the Trust. The ideal candidates should have good interpersonal, IT and communication skills providing a warm welcome to all our pupils, families and visitors to the school.

Excellent communication skills and the ability to cope with conflicting demands, deadlines and interruptions are essential.

Closing Date: 09:00 on Monday 18th July 2022

Selection Process will be held week commencing 25th July 2022.

Applicants must complete the Trust's application form - we cannot accept CVs. When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered. An Application Form and recruitment information can be downloaded from our website www.woottonupper.co.uk or requested by email from recruitment@wootton.beds.sch.uk.

Please return the completed Application Form either by email to recruitment@wootton.beds.sch.uk or by post to the HR Department, Wootton Academy Trust, Hall End Road, Wootton, Bedfordshire, MK43 9HT.

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Wootton Academy Trust is committed to diversity in our workforce and welcome applications from all sections of the community. The role is covered by Part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role. All applicants must have the right to live and work in the UK.

A NOTE FOR RECRUITMENT AGENCIES - We prefer to hire people directly. We'll be in touch if we need you!