

Administrator with Reception Responsibility (Part Time)

Dates: Apply by 9:00am on Wednesday 12th August 2020
Job start: September 2020
Location: South Hackney
Salary Point Range: 21 - 25
Annual Salary Range: £16,668 (FTE: £25,549) - £18,452 (FTE: £28,283)
Contract Term: Permanent

This is a term time only position: 39 weeks per academic year.

Working hours: 28.75 hours per week, 8:00am – 1:45pm, Mondays - Fridays.

'The best school I've ever worked at: the culture, the staff and students, the training, everything!'
(Staff member)

'I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed' (Visitor)

The Bridge Academy is a truly exceptional school. Our students' progress is consistently excellent for GCSE and A level, and our superb personal development offer means that over the last three years we have been national debating champions, enjoyed a host of sporting successes and won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award for music.

We are seeking an experienced part time Administrator, with reception responsibility who is totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that every student will succeed at University or equivalent, thrive in their chosen field and live a great life.

The successful candidate will be responsible for the front desk management, visitor management, switchboard operating, and general administrative tasks requested by the Office Manager.

You will have:

- Education to a minimum standard of GCSE Grade A-C in Mathematics and English or equivalent.
- Post 16 qualifications (desirable)
- 1-3 years' experience of working within a busy school reception role. (Experience of working in a school environment desirable but not essential)
- Excellent communication and organisational skills.
- Proficiency in Word, Excel, PowerPoint, Publisher, Outlook.

Our sponsors UBS provide significant support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please download and complete the application form and the additional information and monitoring form. Please ensure that you read our school workforce privacy notice. The application documentation should be submitted to Priscilla Agyare, Human Resources Manager: Priscilla.agyare@bridgeacademy.hackney.sch.uk. We encourage applicants from all sectors of the community to apply. **The deadline for applications is: 9:00am on Wednesday 12th August 2020.**

The Bridge Academy is committed to safeguarding children and all appointments will be subject to receipt of a satisfactory Enhanced DBS check and references.