



**THE BILLERICAY SCHOOL**  
**A MATHS AND COMPUTING COLLEGE**  
**STAFF VACANCY ADVERTISEMENT**

<b>Address</b>	<b>The Billericay School A Specialist Maths &amp; Computing College School Road, Billericay CM12 9LH</b>
<b>Contact</b>	<b>Tel: 01277 655191 Email: <a href="mailto:info@billericayschool.com">info@billericayschool.com</a> Website: <a href="http://www.billericayschool.com">www.billericayschool.com</a></b>
<b>Job Title</b>	<b>Receptionist / Administrator</b>
<b>Grade/Salary</b>	<b>Band 2, points 3 - 6, actual salary £15,852.36 - £16,791.24 Monday to Friday, 8:00am to 4:00pm, ½ hour lunch Monday to Thursday, 1 hr lunch Friday.</b>
<b>Date Required</b>	<b>As soon as reasonably possible</b>
<b>Closing Date</b>	<b>09.00 am, Friday 6 September 2019</b>
<b>Interview Date</b>	<b>To be confirmed</b>
<b>Details</b>	<p>The Billericay School is a heavily oversubscribed comprehensive in Essex with a specialism in Mathematics and Computing. The school has polite and engaged students who want to learn and benefits from good parental support.</p> <p>Due to internal promotion we seek to appoint a receptionist / admin administrator to work alongside our friendly, supportive and committed main office team.</p> <p>The school receptionist is the first point of call for visitors to the school; parents, staff and pupils. As the 'face' of the school, the receptionist should be welcoming, personable, helpful and able to represent the school in a professional and friendly manner. In addition, it is essential that the person for this role is organised, able to multitask, work flexibly and have a 'can do' approach to work, as no two days are the same. The receptionist is also required to assist the Trust Business &amp; Finance Manager with various administrative tasks, requiring a good level of IT skills.</p> <p>We welcome prospective applicants to come and see the school in action. Please get in touch by email or phone if you would like to visit prior to application.</p>