



Thriftwood College, Fox Crescent, Chelmsford CM1 2BN

Tel: 01245 262779. Website: [www.thriftwoodschoo.com](http://www.thriftwoodschoo.com)

## Part-time, Fixed Term Receptionist/Administration Assistant

Part-Time, Fixed Term Receptionist/Administration Assistant

Band 2, Point 4 (range 3-5)

20 hours per week over five days. (proposed working pattern 11am-3pm)

39 school working weeks per annum to include Inset Days

Actual Salary: £8290.00 to £8456.00 (pro-rata) depending on experience and length of service

**Required ASAP**

We have an exciting opening for an enthusiastic and professional Receptionist/Administration Assistant to work on the College site. This is an exciting opportunity for the successful candidate to be part of an innovative, inspiring learning environment with high expectations of students and staff.

### The role includes:

- To provide effective and efficient clerical and welfare support to the college
- To ensure college security arrangements are always complied with, including the issue of visitor badges and completion of the signing in procedure;
- To be the first point of contact for both telephone and face to face enquiries and take messages, ensuring that they are passed to the appropriate member of staff;
- To ensure that the reception area is welcoming, tidy and has up to date material available;
- To provide support to the Administration Team where required;
- To contribute to the overall ethos, work and aims of the school and college;

**Closing date:** Thursday 26<sup>th</sup> September 2019 (midday)

**Interview date:** Thursday 10<sup>th</sup> October 2019

SEAX Trust application form **MUST BE COMPLETED** - available on the college website with additional information, Essex Job Scene website or on request from the college office.

Return completed form to [gemmabaker@thriftwoodschoo.com](mailto:gemmabaker@thriftwoodschoo.com)

*The SEAX Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This includes obtaining references and ensuring compliance with the Disclosure and Barring Service process.*

Thriftwood School and College is part of the SEAX multi-academy trust  
SEAX Trust company number 07747149

