



Receptionist / Administrator at Bolder Academy

A Bolder Future Awaits

Salary: £16,971 per annum - Scale 2 point 11
36 hours a week – 39 weeks a year

Are you seeking an opportunity to play a major role in setting up and establishing a new school? If so, Bolder Academy is looking for a dynamic, energetic and skilled Receptionist/Administrator.

Bolder Academy is a new, mixed, non-denominational school opening in September 2018. We will open in temporary accommodation for two years and then move to a multimillion pound building in 2020.

We are looking for somebody to provide a welcoming and efficient reception, and to carry out administrative tasks as necessary. This will include carrying out first day calling for absent students, entering information on to the Academy data base and supporting teaching staff, parents and students.

The successful applicant will have strong communication skills, both oral and written, and be a confident user of ICT packages. A good level of interpersonal skills to enable liaison with staff, parents/carers, students and any external organisations in a calm and confidential manner are essential.

The Academy has been set up by primary and secondary Headteachers from the London Borough of Hounslow to meet the demand for extra school places. We are already part of the community.

Extraordinary partnerships have been formed with key local businesses such as Sky resulting in a 'bold' education: a traditional, highly academic curriculum combined with brilliant extra-curricular opportunities.

Closing date: Wednesday 27th June at 9am

Further information and application forms, please go to the vacancies page on the website www.bolderacademy.co.uk or contact the headteacher, Heidi Swidenbank at head@bolderacademy.co.uk

Bolder is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undertake online safeguarding training and all positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS). Two references will be sought for every candidate that is called for interview. Bolder is an Equal Opportunities Employer.