



Park Hall Academy

Part of the Arden Multi Academy Trust



Park Hall Academy is a fantastic school, embedded in the Castle Bromwich community. We are the highest performing school in the area with a positive atmosphere and ethos that is unparalleled. As part of the Arden Multi Academy Trust there is the opportunity for exceptional training and the sharing of knowledge and ideas. Situated minutes from Junction 5 of the M6 and Junction 7 of the M42, we are ideally located for easy access too.

Receptionist

Start Date: As soon as possible

Grade: Band B (scale 3 – 5) - £22737 (Actual salary £10,009)

Hours of work: Part Time, 2.5 days per week, term time only plus inset (Wednesday 12pm – 4pm, Thursday 8am – 4pm, Friday 8am – 3.30pm)

We are seeking an experienced all-round receptionist with a 'can do' attitude and accomplished ICT skills that is able to remain calm under pressure and be capable of delivering excellent service to all stakeholders. Knowledge of Sims would be an advantage but is not essential as training will be given.

We promise to offer you both a stimulating and highly rewarding experience in return for your motivational skills and good practice. Opportunities do not arise very often to work in a vibrant school like Park Hall and we are delighted to be offering the chance for someone to join the team.

Arden Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS Disclosure.

Come and visit us – you will not be disappointed. Why not come and have a look around and an informal chat. To arrange a visit, please contact Hannah Knowles, PA to Associate Headteacher on 0121 748 0423 or email: recruitment@parkhall.org

Application forms are available from our website: www.parkhallschool.org.uk They should be completed in full and attached to a letter of application of no more than 2 X A4 sides explaining how you are suitable for this role. CVs not accepted. Please address all correspondence to Mrs H Knowles, PA to Associate Headteacher or email recruitment@parkhall.org

Exceptional candidates may be interviewed prior to the closing date.

Closing Date: Monday 8th April 2024 @ 10am