

## **Receptionist/Administrator**

New opening at Ipsley CE RSA Academy, Redditch -

- School: Ipsley CE RSA Academy, Winyates Way, Redditch, B98 0UB
- Start date: 1<sup>st</sup> September 2018
- Salary: SC2, SCP 10-13 (£16,863 - £17,391 pro rata)
- Full time position. 8.30am-4.30pm Monday to Friday, term time only plus 5 TED days and 5 additional days
- Closing date for Applications: 9.00am on Monday 11<sup>th</sup> June 2018
- Interviews will be held: Friday 15<sup>th</sup> June 2018

An opportunity has arisen for a dynamic and enthusiastic Receptionist/Administrator to facilitate the smooth running of the school office.

The successful candidate will be well organised, possess a high level of IT skills and show attention to detail. You will join a hard working small team of front office staff who are dedicated to delivering outstanding levels of service to all stakeholders. Above all, you will be someone who enjoys working in a child-centred environment.

The successful candidate will need to support the Christian ethos and values of the school.

Why the RSA? Our aim is to give learners the broad range of skills, qualifications and experiences they need to thrive in their continuing education. We focus on improving teaching & learning through purposeful partnerships; enabling learners to achieve a broad range of qualifications, skills and competences; supporting innovation in teaching & learning and a spirit of open-minded enquiry; connecting teachers and learners to people, places and issues beyond the school gate.

For more details please visit our website [www.ipsleyacademy.co.uk](http://www.ipsleyacademy.co.uk)

To apply, please submit your completed application form to [ywigg@ipsleyacademy.co.uk](mailto:ywigg@ipsleyacademy.co.uk) no later than 9.00am on Monday 11<sup>th</sup> June 2018

*The Central RSA Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.*

**Two Ticks**

