



The Bishop of Winchester Academy

Receptionist

37 hours per week - Term time plus 2 weeks

Salary: £19,581 (FTE £22,253)

TBOWA Support Staff Salary Scale 12

Are you looking for a career in a thriving, friendly and supportive environment where staff welfare is a priority? Are you passionate about making a difference to the lives of young people in a role that really matters? If so, The Bishop of Winchester Academy wants you!

We are seeking a Receptionist to play a central front of house role at our academy. We never underestimate the importance of this role as you are one of the first people our students, staff and visitors have contact with. You help create the atmosphere and brand for us and are crucial to the smooth running of the academy and provision of an exceptional service.

You must have English and Maths GCSE (or equivalent) at grade C or higher and be able to handle a range of tasks accurately and efficiently with resilience, discretion and initiative. Welcoming with a calm demeanour, you will be able to contribute to the resolution of queries and problems.

We would be delighted to take you on a tour of the school and give you the opportunity to meet us and answer any questions you may have.

As **Receptionist**, you will be welcomed into an experienced team of professionals to:

- Act as first point of contact for all visitors to the academy, including parents, carers and suppliers
- Establish and maintain strong relationships with students, parents and other colleagues
- Oversee office email messages, answering and referring as necessary
- Ensure telephone interaction is dealt with using great customer service skills
- Accept deliveries to the academy and make arrangements for distribution
- Maintain a good and informative waiting environment in the reception area, including school displays
- Be a positive role model to our students, making a lasting impact on their lives

The Bishop of Winchester Academy is a thriving Church of England school, recently recognised by Ofsted as prioritising 'wider opportunities alongside achievement so that pupils "live life to the full."' (Ofsted 2023). Operating from recently refurbished facilities, our shared mission to improve the life chances of all our students is at the very centre of our work.

We put the welfare of our staff at the heart of everything we do and can offer you:

- Generous employer pension contribution at **23%** basic salary from April 2024
- Career development with a bespoke CPD programme
- Excellent newly refurbished teaching facilities with free onsite parking and good local public transport links
- Employee Assistance Programme and Cycle to Work scheme
- Close proximity to beaches and the Jurassic Coast to assist your work life balance



I came to give life - life in all its fullness

High expectations - no excuses



To apply for this **Receptionist** role, please visit the vacancies section of our website to complete an application form: <https://www.tbowa.org/staff/-vacancies/support-staff> . Please email completed application forms to recruitment@tbowa.org, addressing your covering letter to Mr Paul McKeown, Principal.

*The Bishop of Winchester Academy is an equal opportunities employer and welcomes applications from all suitably qualified candidates. We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. An enhanced DBS check is required for all successful applicants. **Please be aware that due to the 'Keeping Children Safe in Education' legislation we do not accept CV's. We reserve the right to close a vacancy earlier than the advertised date if we have received applications that meet the criteria.***

