



The Bishop of Winchester Academy

Receptionist – Morning Hours Immediate Start

Morning shift Monday - Friday, 25 hours per week, term time only

FTE: £18,042 - £18,881 per annum (dependent on experience)

Actual: £10,203 - £10,677 (Salary has been pro-rated in line with Academy Terms and Conditions)

The Bishop of Winchester Academy is an oversubscribed and thriving Church of England School, recognised by Ofsted as 'Improving the life chances of all our pupils' (May 2017). There are exciting opportunities to join our motivated and ambitious team driven by the mantra of high expectations – no excuses.

The Academy is ambitious to be recognised as inspirational. Ofsted have recognised the many strengths of our Academy.

The Academy is looking for a committed and enthusiastic receptionist. You will be based in the Academy reception dealing with all visitors to the Academy and answering the phone as well as any ad hoc administrative duties.

Previous school office experience is desirable. The successful candidate will be able to multi task and handle a busy reception desk and have an excellent telephone manner. You must be approachable and have the ability to remain calm under pressure.

This is an exciting opportunity to be involved in an academy that has 21st century facilities, and will improve the lives of future generations of students and the community in Bournemouth.

We are proud of our unique Christian ethos and links with the local church communities. We welcome applications from prospective new staff prepared to share in the experience of school improvement.

Our school is committed to safeguarding and promoting the welfare of children. Rigorous checks will be undertaken of the successful applicant's background credentials, including enhanced DBS checks.

Our application form as well as the job description and person specification for this role are available through our website. Please email your completed application form to recruitment@tbowa.org, addressing your covering letter to Mr Paul McKeown, Principal to apply.

Please be aware that due to the 'Keeping Children Safe in Education' legislation we do not accept CV's.

Closing date for applications: **Monday 12th October 2020**



I came to give life - life in all its fullness
High expectations - no excuses

