



The Bishop of Winchester Academy

Receptionist

37 hours per week - Term time plus 2 weeks

Salary: £17,887 (FTE £20,328)

TBOWA Support Staff Salary Scale 12

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.

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 other administrative duties.

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.

The successful candidate will:

- Hold a maths and English qualification at GCSE Grade C or equivalent
- Have strong organisation skills and the ability to prioritise effectively
- Have excellent communication skills with people of all levels
- Be able to remain calm under pressure and contribute to the resolution of problems

Your responsibilities will include:

- Acting as first point of contact for all visitors to the academy, including parents, carers and suppliers
- Establishing and maintaining strong relationships with students, parents and other colleagues
- Overseeing office email messages, answering and referring as necessary
- Accepting deliveries to the academy and making arrangements for distribution
- Maintaining a good and informative waiting environment in the reception area, including school displays

As **Receptionist**, you will join a dedicated team in addition to:

- Enrolment into the LGPS – one of the most **generous pension schemes** in the UK
- **Employee Assistance Programme**
- **Strong travel links** and staff parking
- Close **proximity to beaches**, supermarkets and coffee shops
- Cycle to work and IT Purchase schemes

To apply for this 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. This post is therefore exempt from the Rehabilitation of Offenders Act 1974 and the



*amendments to the Exceptions Order 1975, 2013 and 2020. An enhanced DBS check is also required for all successful applicants. **Please be aware that due to the 'Keeping Children Safe in Education' legislation we do not accept CVs.** We reserve the right to close a vacancy earlier than the advertised date if we have received applications that meet the criteria.*

Closing Date for Applications: **Midnight, Sunday 1st October, 2023**



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

