



**Alec Hunter Academy, Stubbs Lane, Braintree
Essex CM7 3NR**

Receptionist

**Scale 3 – Point 5-6 (£23,500 - 23,893)
37 hours per week, 39 weeks a year (i.e. term time plus 5 INSET Days)
Actual Salary: £20,146.72 - £20,483.64**

**Required for Immediate Start
NOR: 1060**

An exciting opportunity has arisen for a dedicated and enthusiastic team player to support our busy school office. You will be the first point of contact for all visitors to the school and must therefore possess excellent communication and interpersonal skills. A professional telephone manner, attention to detail and the ability to work calmly and effectively under pressure will be essential. **Please note that we would be open to the possibility of a job share arrangement for suitable applicants.**

Our ideal candidate will have:

- A pleasant, welcoming manner
- Good organisational skills and the ability to prioritise work effectively
- Confidence in dealing with telephone and face-to-face enquiries
- Ability to promote the high expectations and caring ethos of the school
- Competent, proven IT and admin skills
- Ability to maintain a high degree of confidentiality
- Flexibility, self-motivation and a desire to learn

Alec Hunter Academy is a mixed 11-16 comprehensive school with an established reputation as a welcoming learning community with a positive, harmonious atmosphere. As a member of the Saffron Academy Trust, we work in close partnership with a small family of schools in north-west Essex, including Saffron Walden County High, one of the highest performing schools in the county. These are exciting times at Alec Hunter, since our November 2022 Ofsted inspection confirmed that the school continues to be 'good', with the report noting that "Staff morale is high. They feel valued by (the) leadership team (and)... like many pupils, enjoy being part of Alec Hunter Academy".

Our school is committed to safeguarding and protecting the welfare of children and expects all staff to share this commitment. This includes online checks for shortlisted candidates - you can read more about this in our Recruitment and Selection Policy Statement. A Disclosure and Barring Service check at an enhanced level will be required for this post. If you would like to visit the school prior to making an application, please do not hesitate to contact us to arrange this.

**Closing date: Friday 17th May 2024
Interviews will take place week commencing: Monday 20th May 2024**

For further details, information pack and application form please contact Miss Jill Cochrane, HR Manager on 01376 559334 or via recruitment@alechunter.com