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Idsall

Address: Coppice Green Lane, Shifnal

Tel: 01952 468400

Email: admin@ids.mmat.co.uk

Website: www.idsallschool.org www.marchesschool.co.u

Reception Administrator

Do you have excellent customer service and communication skills? Are you highly organised, friendly and good at multi tasking?

**Grade 5 Spinal Points 5 – 6 (£12.85 - £13.06)**

**37 hours per week – Term Time Only plus 5 PD Days**

**Permanent**

**Required for ASAP**

We are looking to appoint a highly motivated, efficient, and enthusiastic Reception Administrator to join our well-established team as soon as possible. The successful candidate must have a friendly, professional, and respectful approach and be committed to establishing positive relationships with all students, parents, governors, members of staff and visitors.

You will ideally have experience of working within a school environment, and knowledge of school management systems is desirable but not essential as training will be provided.

The successful candidate will also:

• have a good level of education with excellent interpersonal skills

• have proven organisational skills and an absolute commitment to confidentiality

• have well developed skills in using Microsoft Office applications

Idsall School is a heavily oversubscribed 11-18 rural school with excellent facilities throughout the school. You will be joining the school at an exciting stage of its development.

We offer a welcoming, friendly, hard-working and committed team of colleagues whom, at all levels, are dedicated to making a difference to the children in their care.

*The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment****.***

Further details about this vacancy and an application form are available on the school website. (Please note we do not accept CV’s).

If you have any other queries please email, Mrs L Pinchin, PA to the Headteacher on admin@ids.mmat.co.uk

Closing date for applications is midday on Friday 25th April 2025.

Interviews will be held on Wednesday 30th April 2025.

*We are committed to safeguarding and promoting the welfare of the children in our care and expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.*