



Job title: Receptionist/Office Administrator
Contract type: Full Time 8am – 4pm
Location: Walsall, West Midlands
Closing date for applications: 20th February 2017

Hydesville Tower School is seeking to appoint an enthusiastic, hardworking and committed full time Receptionist/Office Administrator to provide routine day to day clerical and administrative support as a member of the schools office support team.

The post holder will be required to have experience in a busy office environment and the ability to prioritise workload. You will need to have a good telephone manner and be able to deal sensitively with a range of children, parents, visitors and outside agencies. A professional, well organised and friendly person, you will present a positive image of our school.

We offer a friendly and thriving school environment, a great team of staff and a commitment to continuing professional development.

Please visit the website www.hydesville.com and follow the About Us - Job Vacancies to learn more about us and download an application form.

Please return your completed application form along with your covering letter to:

Miss Natalie Mills
Hydesville Tower School
25 Broadway North
Walsall WS1 2QG

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

www.cognitaschools.co.uk