COGNITA
An inspiring world of education

HYDESVILLE TOWER SCHOOL

Receptionist/Office Administrator

Permanent Contract: Part-Time and Term Time Only
Mon – Thurs 9.30 am – 3.00 pm and Friday 9.30 am – 12.30pm
Commencing January 2021
Closing Date for Applications: 30th November 2020 at 12 noon

We are currently seeking to appoint an enthusiastic, hardworking and committed Receptionist and Office Administrator to work front of house in providing day to day clerical and administrative support as a member of the school's office support team.

The successful candidate will be required to have experience in a very busy office environment and the ability to prioritise workload and adapt to all situations under pressure. 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 with excellent customer service skills, 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 our website and follow the About Us – Job Vacancies to learn more about us and download an application form. Please return your application form to:

Miss Natalie Mills, Recruitment Manager
Hydesville Tower School
25 Broadway North
Walsall
WS1 2QG
natalie.mills@cognita.com

Follow these links to explore opportunities at our school:

Video introduction:	https://youtu.be/vcSYMif3P6U
Website:	https://www.hydesville.com/
Twitter:	https://twitter.com/HydesvilleTower/
Facebook:	https://www.facebook.com/hydesvilletowerschool/

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. In addition to all other background checks, appointment is subject to an enhanced Disclosure and Barring Service (DBS) check for regulated activity (if you have lived in the UK) and/or Overseas Checks for all other countries in which you have lived or worked (for 3 months or more in any one country in the past 10 years) and your country of origin.