

Receptionist/Administrator

Excelsior Academy
Newcastle upon Tyne
NE15 6AF

£18,933 per annum (actual salary)
2 x Permanent positions
1 x Maternity cover until 31/8/2022
37 hours per week, all year round

The Trustees are seeking to appoint Receptionist/Administrators, as soon as possible, for Excelsior Academy.

The successful candidates will be part of an established team and will be the welcoming face of the Academy and the first point of contact for parents, pupils and staff. You will play a crucial role in the day to day life of the Academy by providing a wide range of administrative and front of house support.

Excelsior Academy is an All-Through Academy providing education for students aged 3 – 19, serving the West End of Newcastle. Working at Excelsior, you will play an important role in our continuous drive for further improvement.

The successful candidates will join Laidlaw Schools Trust (a Multi Academy Trust) where all Academies support each other to the benefit of our pupils and their families. Our Academies also enjoy strong support from an experienced LST central team based in Newcastle upon Tyne.

Further details and an application pack can be downloaded from the Careers section on the Laidlaw Schools Trust website <https://www.laidlaw-school-trust.co.uk/72/vacancies-1> or on the Excelsior Academy website <https://excelsior.laidlaw-school-trust.co.uk/>.

If you wish to have an informal discussion about this post please contact Vicky Kirtley, Senior Administration Assistant (HR) – Vicky.kirtley@excelsiornewcastle.org.uk

Closing Date: 12 noon on Tuesday 4th January 2022

Candidates who have not been contacted by Friday 7th January 2022 may assume they have been unsuccessful.

Interviews will take place: Week commencing Monday 10th January 2022

Applications should be returned to: exahr@excelsiornewcastle.org.uk

Start Date: January 2022

Please note that we do not accept CVs.

We are an equal opportunities employer strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the DBS and a range of other recruitment checks. The successful candidate will be able to demonstrate their commitment to children's safeguarding.