

## Victoria Park Primary Academy - Smethwick School Receptionist

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Salary: Band B Point 9 - 13 £14,975 - £16,191

Hours: 37 hours per week, term time plus 5 training days (8:00 - 16.00 Monday - Thursday, 8.00 - 15.30 Fridays)

Victoria Park Primary Academy (VPA) are looking for an experienced school receptionist to be the face of Victoria Park Academy. We are seeking a hardworking and committed employee who will work as part of the Academy Team of office and administration staff, under the direction of the office manager.

The role would suit an ambitious individual who strives to expand their knowledge and experience and holds at least NVQ2 in business and administration (or equivalent). We are seeking someone with a meticulous eye for detail and a tenacious approach with ideally a background in administration gained within a school setting.

Application packs and job specification are available to download from our school website and are to be returned for the attention of Sue Rackham Academy Business Manager on [Susan.rackham@victoriaparkacademy.org.uk](mailto:Susan.rackham@victoriaparkacademy.org.uk)

Victoria Park Primary Academy are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS disclosure.

Closing Date: Friday 16<sup>th</sup> February 2018  
Shortlisting Date: Monday 26<sup>th</sup> February 2018  
Interview Date: Monday 5<sup>th</sup> March 2018