



Park Vale
Academy

PARK VALE ACADEMY

Top Valley Drive, Top Valley, Nottingham NG5 9AZ
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HT: Mr S Bowhay BA
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RECEPTIONIST/ADMINISTRATOR

The Redhill Academy Trust Pay Scale, Band 6
£17,496 - £19,312 FTE (Actual salary £15,494 – £17,102)
Term time plus two weeks – 37hours
(Part-time considered)

Required to start as soon as possible, we are seeking to appoint a suitably qualified person to be part of our front office team to provide administrative support to the academy. The person appointed will be part of a team led by the Office Manager.

The successful candidate will be an excellent communicator who is organised, has good attention to detail and is able to prioritise their workload. Specific duties will include acting as first receptionist to all visitors, processing mail and maintaining administrative supplies.

For further details and an application form please visit our website at www.parkvaleacademy.org.uk or email hr@redhillacademytrust.org.uk.

As Park Vale Academy is committed to safeguarding children practices, any appointment will be subject to an enhanced DBS check and successful references.

Closing date: Midday, Friday 6 September 2019
Interviews to be held – TBC

REDHILL ACADEMY TRUST
Exsisto Optimus

