

The role would be based in our main office and duties would include:

- Making and answering phone calls.
- Managing enquires and sharing information and messages with children, parents, staff and visitors.
- Supporting parents, visitors & deliveries on and off site.
- Managing and composing information and reports on digital systems including lunch orders, registration, letters and emails. Essential skills and attributes of the successful candidate should include:
 - A desire to keep children at the heart of all decision making.
 - Experience working in an extremely busy client facing environment. Ideally one where interaction with children and adults has been required.
 - The ability to maintain professional behaviour in the face of adversity and to remain calm whilst managing multiple demands at a fast pace.
 - Excellent written and spoken communication skills and English and maths grade 4, C or equivalent.
 - Computer literacy and the ability to work under direction as well as using initiative.
 - An ability to multitask and meet deadlines under pressure.
 - An ability to understand and respect confidentiality and understand requirements of GDPR.
- A commitment to our school vision and the Christian distinctiveness that underpins this.