



RECEPTIONIST / ADMINISTRATOR

Full time, 40 hours per week, year round

The salary range is £19,535 - £21,770 pa (Scale 4, point18-21)

Permanent position

Paradigm Trust is seeking to recruit a receptionist/administrator for Ipswich Academy. The successful candidate will be the face of the academy to all visitors, and the first port of call for enquiries. Working from 8.00-4.30pm Monday to Friday you will need excellent interpersonal skills to build strong and positive relationships with a wide range of people. Consideration may be given to a term time plus contract for the right candidate.

This will be a demanding, varied and highly challenging role that will provide an excellent career opportunity for an exceptional candidate.

Successful applicants will have:

- experience of working as a receptionist, or in an administrative capacity;
- an unflappable personality, remaining calm and polite under pressure ;
- strong and effective communication skills;
- good IT skills; and
- the ability to maintain strict confidentiality and deal sensitively with difficult issues.

All applicants must have due regard for safeguarding and promoting the welfare of children and young people, and if successful will be required to comply with the Trust's safeguarding policies and procedures.

A job description, including the person specification, application form and employment monitoring form are attached and also available from our website <http://paradigmtrust.org/careers/>.

Completed applications should be returned by email to Mary Williamson, HR Officer at hr@paradigmtrust.org.

Closing date for applications: 9am, Monday 16th October.

Short listing: Monday, 16th October

Interview date/times: To be confirmed