

Post:	Receptionist/Clerical Assistant
Location:	Coventry
Salary:	SP 13 – 18 £17,391 - £18,870 (pro-rated to £9,949 - £10,795)
Hours of Work:	Monday 8.00 – 16.00 Tuesday 8.00 – 17.00 Wednesday 8.00 – 17.00 (24.5 hours per week)
Contract term:	Permanent (39 weeks only)
Closing date:	Sunday 6 th January at 9am
Interview date:	Week commencing 7 th January
Start Date:	Immediate start

We are seeking to appoint a Receptionist/Clerical Assistant who excels at customer service to join our Academy.

The successful applicant will be a consummate professional who will be the first point of contact for the Academy and be responsible for meeting and greeting visitors, students, staff and parents and running a highly efficient reception area.

The ideal candidate for this role will have strong communication skills, be well presented and will work proactively, flexibly and with a positive approach.

Further information about WMG Academy can be found on our website: www.wmgacademy.org.uk.

We are committed to safeguarding and promoting the welfare of children. This post is subject to enhanced DBS clearance.

To apply for this position, please complete the application form with a supporting statement (section 7 of the application form).

CV's will not be accepted. Completed application forms should be returned to:

Claire Weatherall, HR Department, WMG Academy for Young Engineers, Mitchell Avenue, Coventry, CV4 8DY or c.weatherall@wmgacademy.org.uk

For an informal conversation please contact the WMG Academy on 02476 464661