



BISHOP THOMAS GRANT SCHOOL

Receptionist and Office Administrator (2 posts)

Required as soon as possible

Responsible to:	Office Manager
Hours:	35 per week (8.00am – 4.00pm) Monday - Friday, term-time only plus 2 weeks during the school holidays
Grade:	NJC Scale 4, Pts 7-10 – FTE Salary £24,705 to £26,064 (Actual total annual salary for 35 hours per week, term-time only plus 2 weeks worked during the school holidays - £22,090 to £23,305)

Bishop Thomas Grant is an 11-18 Mixed Catholic Voluntary-Aided School. The school is highly oversubscribed and was judged to be outstanding in each category by Ofsted in October 2014 and in our Section 48 inspection in November 2017. The school enjoys an enviable reputation in the local and wider communities for its exceptionally high standards in all areas of student achievement supported by a dynamic Catholic ethos, with Gospel values at its heart, which permeates all aspects of school life.

We are seeking two suitably experienced, professional individuals who will be the first point of contact for a variety of visitors who expect a friendly, welcoming experience when they arrive at the school. Dealing with a wide range of student and staff queries throughout the day also forms a big part of the role. We also require someone to work as part of a team in the busy school office undertaking a range of routine administrative tasks so that the admin function provides an efficient service to all school stakeholders.

A willingness to be a First Aider is essential as well a degree of proficiency in using Microsoft Office and Management Information databases.

Bishop Thomas Grant School operates rigorous safeguarding procedures. All appointments are subject to a satisfactory Enhanced DBS check. Applicants do not have to be Catholic but should be committed to working within the Catholic ethos of the school. For further information regarding the post, please contact the PA to the Headteacher, Mrs Jacqueline Sylvia: jsylvia@btg-secondary.lambeth.sch.uk.

Closing date for applications is 9.00am on Tuesday 19 April 2022. Please send completed applications to Mrs Jacqueline Sylvia: jsylvia@btg-secondary.lambeth.sch.uk. Interviews will take place the week commencing 25 April 2022.

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