

Beacon Hill Academy is a school for pupils aged 3 - 19 years with a range of physical, neurological and learning difficulties.

RECEPTIONIST/ADMINISTRATIVE ASSISTANT

Beacon Hill Academy
Post 16
Buxton Road, Grays, Essex RM16 2WU

Required from 2nd September 2024

Hours 8.30am - 4pm term time & inset days

Salary Band B, Point 7, hourly rate £13.97 which includes SSA

We are seeking to appoint a person who can demonstrate:

- a pleasant and welcoming manner
- a sensitivity to the needs of pupils with learning difficulties
- good organisational skills
- the ability to work on their own initiative
- an understanding of working in a team
- they are a competent user of IT systems, inc. Word and Excel
- they are confident with handling money and maintaining basic account records

If you think that you have these qualities, please contact Toni Cole for an application pack and further details.

email: hr@beaconhill.thurrock.sch.uk

Tel: 01708 852006

website: www.beaconhill.thurrock.sch.uk

Closing date: Friday 12th July 2024 at 10am

Interview Date: Wednesday 17th July 2024

The Governing Body is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share the commitment. Appointments will be subject to the receipt of satisfactory references and an enhanced DBS with a barred list check, including an online search, and where necessary, an overseas check (Certificate of Good Conduct). This post is being recruited under the Safer Recruiting framework, ensuring that the safety and wellbeing of pupils comes first and is in accordance with KCSiE References will be requested prior to interview