



# The Redhill Academy

Redhill Road, Arnold, Nottinghamshire, NG5 8GX

Tel: 0115 9261481 Fax: 0115 9676922

Email: [admin@theredhillacademy.org.uk](mailto:admin@theredhillacademy.org.uk)

Principal: Andrew Burns BSc MEd

NOR: 1330 (11-18)

## RECEPTIONIST/ADMINISTRATOR (Maternity Cover)

The Redhill Academy Trust Pay Scale, Band 6

**£17,496 - £19,312 pro rata**

(Actual salary £14,737 - £16,267)

**Term time only – 37 hours per week**

Required as soon as possible, we are seeking to appoint a suitably qualified person to be part of our front office team to provide administrative support to the academy. The person appointed will be part of a team led by the Office Manager.

The successful candidate will be an excellent communicator who is organised, has good attention to detail and is able to prioritise their workload. Specific duties will include acting as first receptionist to all visitors, processing mail and maintaining administrative supplies.

For further details and an application form please visit our website at [www.theredhillacademy.org.uk](http://www.theredhillacademy.org.uk) or email [hr@redhillacademytrust.org.uk](mailto:hr@redhillacademytrust.org.uk).

As The Redhill Academy is committed to safeguarding children practices, any appointment will be subject to an enhanced DBS check and successful references.

**Closing date: Midday – 28 July 2020**

**Interview Date: TBC**

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Exsisto Optimus



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Teaching & Leadership

