



**Ormiston Victory Academy**

Ormiston Victory Academy  
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## **Receptionist (Part Time)**

Salary £15,857 to £16,389 (FTE £22,737 to £23,500)

30 hours per week

Term time plus 1 week

Required – September 2024

Ormiston Victory Academy is looking for a part time Receptionist with strong organisational and intrapersonal skills to join a highly dedicated support team working within a thriving and ambitious Academy.

We are looking for an enthusiastic and professional person to manage the main reception area. You will be the first point of contact for the majority of visitors to the Academy, and as such will be required to provide a welcoming environment and respond to a wide range of queries by phone, email and in person.

The successful candidate will have a good standard of education together with experience in a busy, customer-facing environment, and good communication and IT skills. Experience in a similar role would be an advantage and preference will be given to those with recent experience of reception work, although training will be provided.

The post offers a fulfilling opportunity to work with a committed team and the young people in our welcoming academy community. The successful candidate will join a highly dedicated support team working within a thriving, growing and ambitious academy with high aspirations and standards.

Ormiston Academies Trust is an ethical sponsor, committed to improving the life chances of young people. We share their vision for all young people to have the highest academic, social and practical skills to allow them to lead a fulfilling life.

<http://www.ormistonacademiestrust.co.uk/>

We would encourage candidates to explore our website for more information about Victory Academy and view our virtual tours. **We may interview and appoint earlier and therefore suggest candidates submit their application as soon as possible.**

Applications are via the Ormiston Academies Trust Careers Website <https://oatcareers.co.uk>

If you require any further information regarding this post please contact Nicole Hawes, PA to the Principal on [n.hawes@ormistonvictoryacademy.co.uk](mailto:n.hawes@ormistonvictoryacademy.co.uk)

Closing date for applications by: 9 am on Friday 12<sup>th</sup> July 2024

Interviews expected to be held by: Tuesday 16<sup>th</sup> July 2024

*All staff and volunteers to share in this commitment. Ormiston Academies Trust embraces diversity and promotes equality of opportunity.*

*All successful appointments will be subject to suitability checks in accordance with KCSIE, including identity, Right to Work, qualifications, online searches, prohibition check, two references and enhanced DBS check including Children's Barred List.*

*The post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, which provides information about which convictions must be declared during job applications and related exceptions, can be found*

*here: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>*