

VACANCY FOR RECEPTIONIST/ADMINISTRATOR

Job title:	Receptionist/Administrator
Reporting to:	HR Manager
Level of Supervision:	Regularly supervised with work checked by supervisor
Hours:	36.5 hours a week, term time only plus 10 days
Grade:	Grade A (£24,796-£28,142 pro-rata'd)
	<i>Subject to evaluation under BCC Equal Pay programme</i>

Uffculme School is looking for an experienced receptionist to join our friendly administration team, to welcome staff, pupils and visitors to our school. Starting your day at 8.00 a.m., you may be asked to work at any of our three sites, all of which are within walking distance from each other.

This is an extremely busy and varied role. The successful candidate will be a strong communicator, acting as a liaison between students, staff and parents. A high level of tact and diplomacy, and the ability to stay calm in a crisis, is also required, as the appointed post holder will be privy to a large amount of confidential information.

Uffculme School offers co-education for children and young people of the ages 3 to 19 years from all parts of the city. Our students represent the wide cultural mix that makes up the general population of Birmingham. We are a successful school with a long and proven track record of providing high quality education for young people with a primary diagnosis of ASD. We currently cater for over 300 children over three sites.

We require a candidate who:

- ✓ Has a minimum of one years' experience in a similar role.
- ✓ Can work dependently, demonstrating initiative and pro-activity, as well as supporting colleagues as part of a team.
- ✓ Is IT competent and confident.
- ✓ Can work under pressure.
- ✓ Will work positively and constructively within their team and with other colleagues.
- ✓ thinks creatively and imaginatively and identifies opportunities.
- ✓ will promote our core values and ethos.

If, having read the job description and person specification, you wish to apply for the role please visit [Receptionist/Administrator, Birmingham - Tes Jobs](#) to complete the online application form. Please ensure that your application contains clear contact details for referees and that you can provide evidence of your qualifications. Handwritten application forms and CVs will not be accepted.

The closing date for applications is midday on Friday 11 September 2026. Interviews will be held in the following week on Thursday 17 September. We would like the successful candidate to start with us as soon as possible.

The school is totally committed to safeguarding the welfare of children and young people and expects the same from its employees.