



GRACE ACADEMY

**Grace Academy Solihull**  
*Grace, Integrity, Excellence, Respect and Potential*



## **Reception/Administrator Role**

### **37 hrs a week, 41 weeks/year- Grade F**

Grace Academy Solihull aims to develop well educated, considerate and caring citizens with a strong sense of values who will succeed in, and contribute to modern society. At Grace Academy, we believe that excellent teaching and support, world-class facilities and outstanding resources combine to give our students the best possible preparation for their adult life. The Grace Academies joined Tove Learning Trust in 2019.

Grace Academy Solihull is seeking to appoint a well-motivated and proactive person to fulfil the role of Reception/Administrator. The successful candidate will be a flexible and professional individual with the ability to work with Academy staff, students and parents to provide efficient administration in a busy Academy environment. We are looking for an outstanding candidate with high standards who is well-motivated. You will need to be a team player and be prepared to go the extra mile to support our students and staff.

If you are successful in your application, you will:

- Manage front of house - Acting as the first point of contact for parents, staff, and visitors, ensuring a welcoming and professional experience.
- Handle Enquiries – Managing phone calls, emails, and in-person queries with clarity and professionalism.
- Student Data Administration – Maintaining accurate student records, attendance, and data entry using the Academy's MIS system.
- General Office Duties – Supporting with administrative tasks, reprographics, and academy correspondence.
- Communication Support – Liaising with parents, staff, and external agencies as needed.
- Safeguarding Compliance – Ensuring all visitors follow safeguarding procedures upon entry.
- Work within a vibrant Academy focused upon enabling success for students of all abilities by establishing and sharing best practice and implementing innovative learning tools.
- Need to be flexible in working across the whole academy
- Be able to form positive relationships with all staff, students and parents
- To support First Aid that is presented by pupils and staff, taking appropriate action in the event of an emergency and communicating with staff and parents as necessary.
- Maintain the reception area, ensuring it creates a positive, welcoming first impression for all academy staff, visitors and guests

This is an exciting opportunity for someone who wants to make a difference and have a real impact on the lives of our students and the running of the Academy whilst developing your own skills and putting your own stamp on the reception and admin processes already in place. All training will be provided

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

**The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

#### **How to apply**

All documents including the full job description and application form are available on our website

[www.solihull.graceacademy.org.uk](http://www.solihull.graceacademy.org.uk) Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description. Further information requests or completed applications should be sent to: **Amy Pearson, Academy Business Manager** E: [amypearson@graceacademy.org.uk](mailto:amypearson@graceacademy.org.uk)

**Closing date: - Midday 18/03/2025**

**Start date: As soon as possible**