



QUEST

Job Advert

RECEPTIONIST & ADMINISTRATION ASSISTANT UCS BOLTON

QUEST (A Church of England Schools Trust)

QUEST Academy Trust is a successful and vibrant organisation that provides a caring and thoughtful quality of education across our family of schools within the Northwest region. Established in 2014, we have 4 Good primary schools, nursery settings with before and after school club provisions and the University Collegiate School, Bolton comprising of secondary and sixth form education. Our schools educate over 1700 children and young people across the Northwest. Each of our schools are recognised individually – each have their own legacy and history focused upon the educational needs of its children and community.

Administration and Receptionist – University Collegiate School, Bolton

We are seeking an enthusiastic and experienced Administration and Receptionist to join our team at the University Collegiate School (UCS) in Bolton. As the first point of contact for our school, you will play a vital role in creating a warm and welcoming environment for our pupils, parents/carers, and visitors.

Key Responsibilities:

- Handling reception duties, including greeting visitors and answering incoming calls
- Opening and distributing incoming mail
- Managing and responding to emails in a timely manner
- Providing administrative support to the wider school team as required

Requirements:

- Previous experience in an administrative or receptionist role
- Excellent communication and interpersonal skills
- Strong organisational abilities and attention to detail
- Proficiency in using Microsoft Office applications

Desirable Qualities:

- Experience working in an educational setting
- Ability to prioritise and multitask effectively
- Proactive and solution-oriented approach
- Commitment to providing outstanding customer service

Why Work with Us?

- Wellness Day
 - An additional day leave for you to spend time on your own wellness. A day to rest and recuperate, bringing your best selves back to work.
- Family Friendly Policies
- Comprehensive CPD opportunities
- Pension scheme
- Cycle to work scheme

See our employee benefits brochure for further details.

This is an excellent opportunity to join a thriving and supportive school community. If you have the skills and experience to excel in this role, we'd love to hear from you.

For further details please contact Mrs S Baglow School Business and Data Manager s.baglow@quest-trust.org.uk / [01204 928700](tel:01204928700)