



Receptionist / Admin Vacancy

Position: Receptionist/Admin

Hours: Upto 36 hours available per week / 46 weeks

Available Hours:

- Mon, Tue & Fri – Flexible – 3-5 hours – work from home
- Wed & Thur – 4pm to 8pm – 4 hours – in centre
- Saturday – 8am to 2:30pm – 6.5 hours – in centre
- Sunday – 8am to 2:30pm – 6.5 hours – in centre

Pay: **£13.00 per hour** (PAYE) (including 6 weeks holiday pay)

Location: Hybrid (Walsall, WS1 1SL & Work From Home)

Training: Fully Paid Training Provided

Job Description:

The Receptionist / Admin Support role is responsible for the smooth day-to-day operation of the tuition centre, acting as the first point of contact for parents, students, and staff, and ensuring all administrative, operational, and safety procedures are followed accurately and consistently.

Key Responsibilities:

- Act as the **main reception contact**, ensuring students are checked in, directed to the correct classrooms, and safely supervised on arrival and departure.

- **Support lesson delivery** by preparing classrooms, printing and distributing materials, scanning and uploading assessments, and ensuring devices (laptops, tablets, Zoom, TVs) are set up and functioning.
- **Manage assessments** and mock exams, including printing, scanning, saving, uploading results, and setting up tracking spreadsheets with accurate dates and marks.
- **Handle administrative tasks** such as uploading files to Teams, updating attendance trackers, assigning students to classes, and maintaining organised digital and physical records.
- **Communicate professionally** with parents via approved channels (e.g. WhatsApp, phone), logging requests, sending assessment links, notices, and follow-ups as instructed.
- Support **phone enquiries** by explaining how the tuition works, pricing, schedules, and guiding parents through the assessment booking process.
- **Monitor attendance**, staff punctuality, and absences, escalating issues to managers and informing teachers and parents where required.
- Maintain a clean, organised reception area and ensure classrooms and shared spaces are reset between sessions.
- **Ensure safeguarding** and site safety procedures are followed, including awareness of who is on site, secure access control, and maintaining staff presence at reception.
- Check the registers are completed, devices are charged between lessons, and daily operational tasks are completed on time..
- **Support centre operations** by following schedules, calendars, key annual events, and internal systems without constant supervision.

This role requires **strong organisation, attention to detail, professionalism**, and the ability to manage multiple tasks calmly in a busy educational environment.

Must have skills:

- Excellent written and verbal communication skills
- Proficient with Microsoft Word and Excel
- Strong organisational skills with the ability to manage multiple tasks in a fast-paced environment
- High attention to detail and accuracy, particularly when handling attendance, assessments, and records

Role Starting Immediately.

Interested? Send your CV to:

<https://wa.me/447716416213>

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