



Student Leadership Vacancy Aston Academy



School Student Receptionist Year 9 Leadership / Work Experience

Job Description

Aston Academy are looking to appoint students to work in 2's on the school student reception during the school day.

You would work on a desk in main reception alongside the school receptionist. You will complete class work from lessons but be available to assist reception with daily admin jobs and reception work.

The main job roles will include:

- Meeting and Greeting School Visitors
- Collect students for meetings and appointments
- Deliver items to classrooms across school
- Complete Admin tasks alongside the receptionist
- Take messages to staff and students across school.

When would you be needed?

You would complete the letter given out in assembly and not the application form attached. If you don't have a letter please see reception to pick one up.

You would be needed either Mon- Weds or Thurs and Friday in a week. This will be timetabled throughout the school year and you would be allocated a date.

Appointments to be made

We are looking to appoint 2 students at a time

Incentives

The successful candidate will:

- Gain experience working alongside the school reception team.
- Receive a front of lunch queue pass to support your leadership role during that week.
- Have an experience of student leadership for your CV.

Year Groups that can apply for this role

This role is open for applications for Year 9 only.

How to apply?

If you are interested in this role please complete the letter handed out in assembly. If you don't have a letter please collect one from reception. For further information please email james.shaw@astonacademy.org or chris.esberger@astonacademy.org