**POST: Clerk/Receptionist (Term Time)**

**SALARY: NJC Local Government Pay Scale Grade D Points 5 - 6**

**(£23500 - £23893 per annum pro – rata, actual salary £19869 - £20201)**

**HOURS: Term time only, 36 hours per week (Monday to Friday)**

**REQUIRED: As soon as possible**

Maghull High School is part of the Southport Learning Trust family of schools. We are seeking to recruit an experienced, suitably qualified and committed individual to join our highly effective administrative team. As the first point of contact for Maghull High School, the postholder will always promote a positive image of the school and ensure that safeguarding procedures for visitors are adhered to. They will also be required to provide general administrative support across the school as required.

Excellent communication and organisational skills are essential to this role. The successful applicant will demonstrate initiative, enthusiasm and flexibility.

For any enquiries about the post please contact Miss N Bowen at [bowenn@maghullhigh.com](mailto:bowenn@maghullhigh.com) or telephone: 0151 527 3961.

For further information and application pack please visit [www.maghullhigh.com](http://www.maghullhigh.com)

**PLEASE NOTE THAT APPLICATIONS CAN ONLY BE ACCEPTED ON THE MAGHULL HIGH SCHOOL APPLICATION FORM – CVs MAY ONLY BE USED AS A SUPPORTING DOCUMENT.**

**CLOSING DATE: Monday 04 November 2024, 09:00am**

**INTERVIEWS TO BE HELD: Week Commencing 04 November 2024**

**NO AGENCIES PLEASE**

**ENHANCED DISCLOSURE**

Southport Learning Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here: https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

In accordance with our statutory obligations under Keeping Children Safe in Education Southport Learning Trust is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Southport Learning Trust might want to explore with you at interview.

A copy of our child protection and safeguarding policy can be found on our website https://www.maghullhigh.com/safeguarding/