

**Job Title: Gatehouse Receptionist**

**Salary: Grade 3 £24,404 – £25,584 (Actual salary £18,219 - £19,100)**

**Contract Type: Maternity**

**Contract Term: 32.5 Hours TTO+1day (September Training Day)**

**Start Date: 02/06/2025**

**Closing Date: 10/04/2025 at 00.00**

**Interview Date: 29/04/2025**

Finham Park School require a receptionist to work in our Gatehouse reception, you will be a valued member of the administration and attendance team. You will be the first friendly person greeting our visitors and ensuring our strict sign in procedures are followed at all times. You will also support our students by making sure those arriving and departing the school site have signed in or out correctly, ensuring the required permission is in place for those leaving and the attendance team is notified of late arrivals. Your contribution will be key in improving attendance levels across the school.

Location: Coventry, United Kingdom

Type: Mainstream School

Phase: Secondary

Funding status: State - Academy

Gender: Mixed

Age range: 11 - 18 years

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**About Finham Park School**

Finham Park is a popular and successful 11 -18 comprehensive school situated in the south-west of Coventry. It has an excellent reputation within the local community as well as nationally and internationally with our staff are both dedicated and highly qualified. The school was accredited as a World Class School in 2015, 2018, 2020 and 2021.

Ofsted described the school as a place where there is a strong culture of learning and a proven track record of academic success, with students consistently making above average national levels of progress in their studies in both Key Stages 4 and 5.

Their eagerness for learning allows our teachers to deliver stimulating and innovative lessons that result in rapid progress. There is a clear focus on the development of teaching and learning through engagement in national research programmes with a strong structure of support at all levels. In addition, there is personalised programme of professional development and extensive opportunities for career progression.

The school is well resourced. New technologies are widely available and are helping to transform teaching and learning across a diverse range of subjects. In addition, ongoing investment has been made to the whole site - recently by upgrading science laboratories, STEM workrooms, a sixth form centre and new performing arts block.

Our Mission

To provide a "World Class Education", constantly striving to make the learning experience at Finham Park School the very best it can be. We utilise our local, national and global networks such to bring best practice into Coventry for the benefit of every child.

School is about children "having the time of their lives" - filling their days with so many happy memories that when they look back, they also inspire future generations to enjoy learning. For this reason, we have a challenging programme of extra-curricular activities in a huge range of disciplines - from sport to performing arts; leadership opportunities to charity fund-raising events and Student Council with over 70% of students taking part.

We offer high quality training not only to all staff within the school, but colleagues also across the city with a variety of opportunities and courses. We cater for PGCE trainees and School Direct trainees; both routes complement each other and the trainees gain from this experience. We are a School Direct hub for a number of local schools and therefore we organise placements across the city. The school benefits tremendously from our work with trainees. Firstly, as a staff we are continuously developing the teaching and learning in the classrooms and secondly there are opportunities to access new staff into the profession when we have teacher vacancies.

A particular strength of the school is the comprehensive CPD programme. Finham Park believes in utilising its existing expertise from colleagues, and thus all staff are encouraged to offer CPD to the rest of the school. Therefore, weekly sessions of CPD are offered and staff sign up for their areas of interest. We have a broad induction programme for all new staff and trainees. Finham Park has also been instrumental in creating Teaching and Learning Communities as part of our CPD programme. This follows the ideas and research of Dylan William. This has sustained a culture of curiosity and development in the classroom of which, we at Finham, are immensely proud.

**Why join Finham Park School** – note from the Headteacher

*‘I became a senior school leader as I wanted to make people’s lives better. The privilege of being a headteacher is that in a very real way, you can actually do that both for the staff and the students you serve.*

*To quote one of my favourite TV characters, Captain James T. Kirk of the Starship Enterprise, I always keep in mind ‘the mission, the ship and the crew’. These can be translated as educating young people (the mission), equipping the delivery of that education (the ship) and supporting the fabulous people commissioned to deliver it (the crew).*

*Finham Park School is a community of staff, parents, governors and young people who are committed to delivering that core aim. We do it with kindness, integrity, humility, perseverance and courageousness; our five core values. As a result, the drive and ambition our young people have makes our school a World Class School, and one that I am humbled and grateful to lead. We do not rest on our laurels but always develop our thinking to ensure we equip young people for life.*

*Do come and visit us to see us in action.*

**Finham Park Multi Academy Trust requires all applicants to be eligible to work in the UK with no restrictions as we are unable to offer sponsorship/work visas. You will be required to provide proof of Right to Work at interview stage and if you are offered a job position with us.**

**Online Checks**

**In line with KCSIE (Keeping children Safe in Education) 2023 we will complete online searches as part of our due diligence on all shortlisted candidates. If anything is identified as part of these checks they will be discussed with you at interview. If any safeguarding concerns are identified we reserve the right to withdraw your application.**

***Finham Park is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be request to undertake an Enhanced Disclosure and***

***Barring Service Check.***

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<http://www.finhampark.co.uk/index.php>