



**RIVERSIDES**  
EVERY STUDENT MATTERS

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**Vacancy – Part Time School Receptionist**  
**Scale CLPT01 Scale point CLPT01 to CLPT04 (£17,842 to £18,933)**  
**Actual salary: CLPT 01 (£6,814)**  
**Term Time only + 5 TED days, 3 days per week, 16.5 hours per week**  
**Expected contract start date: 28<sup>th</sup> February 2022**

We require a Receptionist to join the team at Riversides School, which is a school for pupils with Social, Emotional and Mental Health difficulties. The successful candidate will be required for 3 days per week (Monday, Tuesday and Wednesday) based at our Spring Gardens site. You must be flexible with your hours/days as there may be times whereby you will be needed for more than your contracted hours/days per week. This will be paid within the guidelines.

Riversides School is part of Central Learning Partnership Trust (CLPT) a multi academy trust. CLPT is committed to safeguarding and promoting the welfare of pupils and expects all staff to share this commitment. The appointment is subject to satisfactory completion of the safeguarding vetting process including enhanced DBS disclosure. CLPT is an equal opportunity employer.

Visits to the school would be warmly welcomed and can be arranged by contacting Amanda Anderson ([amanda.anderson@riversidesschool.co.uk](mailto:amanda.anderson@riversidesschool.co.uk))

Closing date for applications: Midday, Tuesday, 25<sup>th</sup> January 2022

Interview date: Thursday, 27<sup>th</sup> January 2022

Please contact Amanda Anderson to request an application form:

[amanda.anderson@riversidesschool.co.uk](mailto:amanda.anderson@riversidesschool.co.uk)

**Please note CV's are not accepted**