**Reception and Facilities Officer**

**Salary: Grade 4, scale 13-16 £24,501 - £25,183 – Pay Award Pending**

**Working hours: Full time, all year – Mon-Thurs 8:00am – 4.00pm Fri 8.00pm – 3.30pm**

**Contract type: Permanent**

**Start date: ASAP**

**Location: SET Head Office, Kidsgrove**

We are looking for a friendly and proactive **Reception & Facilities Officer** to be the face of our Trust’s Head Office. You’ll provide a warm welcome to visitors, handle admin tasks, and ensure our premises remain safe, clean, and well-maintained.

**Key Responsibilities will include but not limited to:**

* Greet visitors and manage reception duties
* Organise meetings and room bookings
* Handle calls, emails, and postal services
* Provide admin support to Directors
* Oversee site upkeep, liaising with cleaners and contractors
* Ensure IT conferencing equipment is functional

**If you’re organised, people-focused, and ready to keep things running smoothly, we’d love to hear from you!**

**All candidates are required to provide a supporting statement on the formal application forms which states clearly your reasons for applying, skills and experience for this position.**

**Shaw Education Trust** are a growing group of dynamically awesome academies providing education to children of all ages and abilities. Staff across our team of schools are dedicated to ensuring that every child has the opportunity to be successful, whatever their starting point in life.

***Our values are***

***To Be Pupil and People Centred, To be Best in Class, To be Accountable, To be Innovative, To Act With Integrity***

We place high achievement at the heart of everything we do, and we are determined that no individual has their opportunities limited by their background, or by their ability. We are focused on harnessing the power of people to affect positive change for our children and young adults. We work closely with children, leaders, teachers and support teams, to create their individual best futures: one size fits one. Education should be an exciting space, buzzing with vibrancy, dynamism and unlimited potential. Innovation and entrepreneurialism fuel our passion, enabling creativity and re-conceptualisation to be agilely applied to context and circumstance

An excellent education, in a supportive environment, is what every student attending one of our academies will experience. Central to this is the support we provide to our staff teams, this enables them to continually develop their knowledge, practice and expertise by offering high quality training and research-based opportunities our colleagues are well motivated, highly valued, and incredibly driven professionals.

Although we are a family who work together to create brighter futures, each of our schools still keep their individual identity and uniqueness. This approach of earned autonomy ensures that integrity and transparency underpins everything that we do, with our Trust Board providing oversight, challenge and support. This support is then strengthened at school level through a system of Academy Councils who represent each school and provide local accountability.

Please visit out Trust Careers site for more information on [Shaw Education Trust Career Site (schoolrecruiter.com)](https://shaw-education.schoolrecruiter.com/)

 Click the QR Code to see all vacancies across and within the Trust.

**Shaw Education Trust offer the following employee benefits with your Teaching or Support Staff employment:**

* An excellent Local Government Pension Scheme (Support Staff) / Teachers Pension (Teaching Staff)
* **Support Staff only** based on working **full time, all year** - Generous holiday entitlement from your first day of employment (**37 days holiday** **rising to 39 days** after 5 years’ service including Bank Holidays)
* Electric Car Scheme: Environmentally friendly vehicles with our electric car scheme.
* Access to Medicash Health & Wellbeing Plan: Enjoy health services designed to support your well-being.
* Free DiscountForTeachers Scheme for all staff (Support and Teaching), Exclusive discounts to save money with a wide selection of discounts and exclusive offers from hundreds of the biggest brands.
* Free Eye Tests
* Cycle to work scheme
* Access to our Institute of Education and fantastic opportunities to help you **grow, contribute** and **flourish** in your role and in the Trust.

We know **our people** are the key to our success and so we’re committed to ensuring the **employment experience** at **Shaw Education Trust** is a **rewarding** one.

Shaw Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment, click here to review Safeguarding and Pupil Protection Policy <https://www.shaw-education.org.uk/our-trust/key-information>

This position is subject to appropriate vetting procedures including an online checks and criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.

All shortlisted candidates will undergo an online search as part of Trust safer recruitment checks.

We are an Equal Opportunities employer and will ensure that all our recruitment and selection practices reflect this commitment.

**In accordance with our safer recruitment policy CV’s alone will not be accepted.**

**Application deadline: 9.00am 2nd May 2025**

**Interview date: 9th May 2025**

**We reserve the right to appoint before the closing date as we review applications on an on-going basis and interviews may be arranged as suitable candidates are identified, therefore, we encourage early applications.**

Successful candidates will be subject to a fully Enhanced DBS check along with other relevant employment checks.