



John Taylor Free School



Receptionist / Administration Assistant

Part time, permanent position, term time only, 18 hours per week, Wednesday – Friday,
08:00am – 2:30pm (some flexibility may be possible)

Salary: Grade 3: £18,562 – £18,933 FTE (£7,806.99 - £7,963.03 pro rata)

Actual salary: £7,806.99 - £7,963.03

We are looking for a part time Receptionist / Administration Assistant to work with us to provide administrative support to the school. This role will involve being the one of the main receptionists in a busy school office, taking telephone calls, monitoring the office email account and greeting visitors to the school. You will also offer support to the Administration Team which may include reprographics and general administrative tasks. You will need to demonstrate excellent communication with students, staff and visitors. Please ensure you have explored the recruitment pack and website for more information on our school culture, its' values and ethos. All support staff are expected to work alongside the teaching staff to be role models for our students, demonstrating the highest standards of teamwork, collaboration and respect.

John Taylor Multi Academy Trust (JTMAT) believes in the power of education to improve lives – and the world. As a partner academy in JTMAT, we are seeking to appoint a committed, enthusiastic and hardworking Receptionist / Administration Assistant to join our evolving organisation.

John Taylor Free School at Tatenhill is a “young” school which opened in September 2018 with a full cohort of 210 Year 7 students. We are in the fortunate position of being oversubscribed for the first four years. We now have 930 students in years 7 to 10. The school will continue to grow until it reaches capacity with 1550 11 – 18-year-old students (including 350 at Post 16).

As a member of the JTFs staff, you will be part of securing the vision of “succeed and thrive” for all members of our community. You will be prepared to be flexible, adaptable and dependable – you are willing to go above and beyond to help our students be outstanding learners and responsible young people. In return, we can offer you the opportunity to be part of a successful and progressive Trust, which is committed to ensuring learning is at the heart of all we do.

Please note CV's are not accepted. Only fully completed application forms are to be submitted for shortlisting.

Please review our Recruitment Pack on the school website before submitting your application. Completed applications should be emailed to recruitment@johntaylorfreeschool.co.uk for the attention of Mrs Sian Byrne.

Closing date: 09:00am on Monday 6th December

This Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced disclosure and barring service check is a requirement of this post. A copy of our Safeguarding Policy is available to view on our website.