



## Receptionist & Administrative Officer

<b>Job Type</b>	Receptionist & Administrative Officer
<b>Salary</b>	Grade C/D SCP04 – SCP06 20 hours per week, term time only plus 2 training days Monday and Tuesday 8.00am to 4.00pm; Wednesday 8.00am –1.00pm. FTE Salary £24,404 – £25,183 (Actual Salary £11,131 - £11,487) Permanent

### About the Role

Northern Star Academies Trust seek to recruit the very best people to work across our Trust Partnership. We are looking for a part time Receptionist and Administrative Assistant to join our Administration Team at Greatwood Community Primary School. The successful candidate will be responsible for undertaking administrative and organisational processes within the school.

### Why work for Northern Star Academies Trust?

We are a mission-driven Multi-Academy Trust, with an unwavering commitment to nurture learning in a sustainable environment so that our whole community can thrive, aspire and succeed. We offer access to a professional and supportive community of academies, fellow senior leaders, and mentors to help develop and progress your career. Each school in our Trust is unique and all of our primary and secondary academies are rated 'good' or 'outstanding' by Ofsted.

At Greatwood Community Primary and Nursery School, all our children are able to enjoy their learning and flourish in a safe and happy environment. Everyone who plays a part in our school life is very proud of the school and we all strive to maintain it as a fantastic place to learn and a key part of the community. We are proud to be a part of Northern Star Academies Trust and make the most of the links we have with our brilliant partner schools.

### Further Information

To apply, please fully complete the online application form.

If you have any questions, please contact the recruitment team at [recruitment@nsat.org.uk](mailto:recruitment@nsat.org.uk) and a member of the team will contact you.

Please note CVs are not accepted.

<b>Closing date</b>	Thursday, 30 <sup>th</sup> January 10am
<b>Interviews</b>	Tuesday, 4 <sup>th</sup> February

*Northern Star Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires an enhanced DBS Criminal check. Please note that in line with Keeping Children Safe in Education 2022, an online search will be carried out as part of our due diligence on shortlisted candidates.*

**Northern Star Academies Trust**

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