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| **Post Title:** | **RECEPTIONIST ADMINISTRATOR** |
| **Place of Employment:** | **ASTON ACADEMY** (part of ACET) |
| **Hours of Work:** | **37 hours per week, term time only**  (likely to be 8.00am – 4.00pm Monday – Thursday and 8.00am – 3.30pm on Friday)  *Term time includes working 2 out of 5 INSET days each academic year as directed by the academy, with availability to work any or all of the remaining 3 INSET days at short notice should the need arise, and for which additional payment will be made* |
| **Salary:** | **Band C – POINT 4**  **£18,337 actual salary**  £21,189 Full time equivalent |
| **Appointment:** | **Permanent** |
| **Date of Commencement:** | **As soon as possible** |
| **Closing Date:** | **9.00am on 3rd February 2023** |

Aston Community Education Trust are a forward thinking and ambitious multi-academy trust, comprising of three secondary academies and nine junior academies across the Rotherham, Sheffield and north Derbyshire areas.

An opportunity has arisen for a talented and skilled receptionist/administrator, who, under the direction of the Trust’s Business and Finance Manager and day to day guidance of the Administrator Manager, will provide an effective and efficient reception service.

As the first point of contact in the academy, the successful applicant will provide a professional and efficient reception service, whilst contributing to all aspects of day to day administration within the academy.

Relevant experience is desirable, however specific training within a school setting will be provided as required. Applications are invited from enthusiastic and positive individuals who demonstrate a can-do attitude and a desire to join our developing and forward-thinking academy Trust.

Knowledge and/or experience of Microsoft Office applications and systems is required; training on school specific software will be provided.

**Application Details**

For further information and to apply, please visit the vacancies section of our website: [www.astonacademy.org](http://www.astonacademy.org). To apply, candidates should complete an ACET Internal Application Form and return by email to [vacancies@astoncetrust.org](mailto:vacancies@astoncetrust.org) by the specified closing date. CVs / letters will not be accepted.

For further information and to apply, please visit [www.astonacademy.org](http://www.astonacademy.org). Applications should made on an ACET application form (CVs will not be accepted), and should be returned by email to [vacancies@astoncetrust.org](mailto:vacancies@astoncetrust.org) by the specified closing date.

**Safeguarding**

ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants should read our safeguarding Policy and Safer Recruitment Policy, which are available on the ‘policy’ section of our academy websites.

***It is an offence to seek employment in regulated activity if you are barred from working with children.*** This post will involve regular contact with children, and therefore is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, cautions or bind-over orders which for any other purposes are “spent” under the provisions of the Act. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate and does not need to be declared. Guidance on this can be found at https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

Successful candidates will be subject to a DBS check at the appropriate level. Shortlisted candidates will be asked to complete a self-declaration related to their criminal record or any information that would make them unsuitable to work with children. Additional checks in relation to the Childcare Disqualification Regulations will be undertaken for successful candidates to junior academies. If you have lived or worked outside of the UK, additional information may be required from you to satisfy safer recruitment checks.

**Equality**

ACET is committed to ensuring equality of opportunity throughout the recruitment process. We welcome and encourage applications from people of all backgrounds, and your application will be assessed purely on your ability to do the job.

We undertake to make any ‘reasonable adjustments’ to a job or workplace to counteract any disadvantages a disabled person may face. Where required, we will make reasonable adjustments to the selection process for an applicant with a disability.

*Please note if you have not received a reply within three weeks, your application has been unsuccessful.*