**Receptionist/Administrator**

**Salary: Grade 3 SCP 10-13 £24,027- £24,405 FTE**

**Actual Salary: £20,943- £21,272**

**Working hours: 37 hours per week, term time only plus 1 week**

**Contract type: Permanent**

**Start date: ASAP**

Portland School is looking for an experienced and well organised Receptionist/Admin Assistant to join their team at our Blythe Bridge premises!

**An example of your duties will include:**

* Deal with reception/Visitor etc. matters.
* Provide personal, administrative and organisational support to other staff
* Provide advice and guidance to staff, pupils and others
* Manage manual and computerised record/information systems
* Liaise with parents to obtain information as necessary.

At Portland School, we are dedicated to providing exceptional learning and experiences to pupils with Social, Emotional, and Mental Health Difficulties (SEMHD). Our mission is to empower young minds and nurture futures, ensuring that every student reaches their full potential. **We are a split site school** with two provisions to meet different needs, one at Trent Vale one at Blythe Bridge.  We have an amazing staff team who work tirelessly to support approximately 120 pupils with Social, Emotional and Mental Health needs.

As a specialist school our pupils benefit from smaller class sizes, a more practical curriculum, access to alternative accreditations and a highly trained staff team. Both sites have spacious grounds allowing us to provide outdoor education, with our Blythe Bridge site boasting specialist classrooms for Design and technology, Art and Design, Science, Food technology and PE.

At the heart of our school are a set of shared values where our entire school community are supported to develop a sense of Respect, Responsibility, Belonging, Independence, show a Team Approach and look after their own Mental Toughness.

**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 thriving mix of diverse and growing schools including Primary, Secondary and Special Schools all working together to improve the lives of young people in our communities. We are sponsored by Shaw Trust a charity organisation that focuses on transforming lives. We’re 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 Special settings** cater for children and young people with a wide range of Special Educational Needs from children with profound medical needs and life limiting conditions, those with severe, moderate and sensory needs through to young people with social emotional and mental health needs that require support and understanding to help them to navigate their world.

Whether you are a teacher, a teaching assistant, a healthcare professional or work in facilities, admin or operations all our Special Schools offer you the opportunity to work within an establishment that has a ‘family’ feel that puts the children, young people and their families at the heart of what they do.

All the pupils within our Special Schools have an individualised education and are educated in small classes and groups with enhanced support to ensure that all their needs are met. There is nothing more rewarding than being

part of a team that supports a child or young person with Special Educational Needs to reach their goals. You truly will make a difference to the life of a young person and their family.

Our schools span from Birmingham to Bury, meaning that we can support students from all walks of life, no matter their background or socioeconomic status. In doing this, we can help ensure all children are able to access a high standard of education, with all being treated equally.

**Please visit our Portland career site for more information:** [Portland School & Specialist College Career Site (schoolrecruiter.com)](https://portlandschool.schoolrecruiter.com/)

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**Or click the QR Code to see all vacancies with Portland.**

**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.

**Colleagues within the Trust benefit from:** Access to a full range of courses both in-house and professionally accredited. These courses include all of the National Professional Qualifications – NPQH, NPQSL, NPQEYL, NPQLL, NPQLT, NPQLTD, NPQLBC are all delivered by the Shaw Education Trust as a delivery partner for Ambition Institute. In addition, we provide access to the NPQEL for Executive Leaders.

* Experienced leadership and subject-specific support.
* Guidance from former HMIs and serving Ofsted Inspectors within the Trust.
* Access to the Trust’s Institute of Education and SCITT.
* opportunities to work with different schools within the Trust as a Professional Advocate.
* Participating in peer reviews.
* Access to a suite of online courses.
* Placement projects within our family of schools.

**Portland School** 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 CVs alone will not be accepted.**

**Application deadline: 9am Thursday 16th January**

**Interview date: To be confirmed**

**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.