**Receptionist/Administrator**

**Salary: Grade 3 SCP 10-13 £22,737-£23,115 (Pay Award Pending)**

**Actual Salary: £14,730- 14,974**

**Working hours: Part Time, 27.5 hours per week, Term time Only Plus 5 INSET Days**

**Contract type: Permanent**

**Start date: 2nd September**

**An exciting opportunity for a Receptionist/Administrator to join our wonderful team at Portland School’s Blythe Bridge Premises.**

The role will be to provide general receptionist, administrative and financial support to the school.

Some of these duties will include:

• Answering all phone calls, taking messages and relaying where necessary to appropriate individuals.

• Provide a professional greeting service to all visitors to the school, including monitoring and management of contractors or visitors into the school.

• Monitor, maintain and print school official registers as required.

• Monitor and update relevant website information e.g. school uniform.

• Download, copy, upload relevant policy documentation as required.

The hours of work will be Monday- Friday, 27.5 hours per week (8.45-2.45 with half hour lunch unpaid)

Portland School is a specialist provision for children and young people who experience social, emotional and mental health difficulties. Our school caters for pupils aged 5 to 16 across two sites, the primary provision is based in Trent Vale and secondary provision in Blythe Bridge.

**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.**

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 of 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 of 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.

**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 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 are able to help ensure all children are able to access a high standard of education, with all being treated equally.

Unlike other MATs, we don’t enforce a curriculum for all our schools to follow. Instead, we support each individual school to offer a programme that enables our students to deepen their knowledge, develop their skills, sparks their imagination and fires their curiosity.

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

A qr code with black squares

Description automatically generated

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

**Shaw Education Trust offer the following 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)
* Access to health and wellbeing support via Occupational Health
* 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.

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 CV’s alone will not be accepted.**

**Application deadline: 9am Wednesday 17th July**

**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.