**Receptionist Apprentice**

**Salary: £6.40 - £8.60 per hour - Apprentice Rate**

**Working hours: 37 hours per week – Monday to Friday - Term Time only**

**Contract type: Fixed Term until end of Apprenticeship**

**Start date: September 2024**

Kidsgrove Secondary School are looking for an enthusiastic Receptionist Apprentice to join their team.

The sole ethos for the school community is ‘“if you do the small things right, big things can happen.” Whilst we are committed to ensuring that every student makes excellent progress, this concept stretches well beyond academic performance. We firmly believe that every aspect of school should equip learners to be successful in all areas of their lives, both now and for their future and we are passionate about the personal development of the student body. Indeed, every single decision or action taken improves the life chances of all our learners. This is underpinned by ensuring the school is a safe, nurturing and happy environment: put simply, The Kidsgrove Secondary School is a great place to learn and a great place to work with a family feel which provides a real strength of collective working and strong relationships.

The school is underpinned by a set of Core Values that underpins the whole school achievement culture, that has rewards and celebration at its heart.

The school has an innovative digital strategy that sees all students and staff receive an iPad to support their learning. The Digital Strategy is fundamental to the school’s vision of achieving digital skills for life. The digital technology delivers to every classroom opportunity for cutting edge assessment for learning techniques and interactive lesson resources. This approach has reinvigorated learning and helps students to develop independence and enquiry skills. This combined with a technology hub that has the possibilities to bring the curriculum to life.

**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. 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.

In our secondary schools, we pride ourselves on our innovative approach to curriculum design, to ensure all our schools have breadth and ambition for all pupils, regardless of their starting points and barriers. Standard curriculum

models don’t always engage all pupils, so we constantly seek to innovate and provide better opportunities to develop both knowledge and skills for life. We want our pupils to believe their curriculum is bold, exciting, purposeful, and ultimately leads to something meaningful for them. Some examples of our innovation include moving towards an extended school day, to provide a world class enrichment programme and more opportunities for essential skills like reading and cultural capital. We are also introducing a vocational and technical pathways, which run through the normal school curriculum but attract support from leading employers and universities to develops work-readiness in our pupils, so that they can progress onto T Levels and apprenticeships.

Our secondary schools are currently driving ‘PedTech’ across the sector: we believe teaching and technology should go hand-in-glove and are passionately committed towards providing a fully digitally enhanced curriculum. We are very close to achieving full 1:1 device delivery and are sprinting towards better use of iPads in lessons to enhance the experience and learning.

Please visit our Careers site for more information on Kidsgrove Secondary School on [Kidsgrove Secondary Career Site (schoolrecruiter.com)](https://kidsgrovesecondary.schoolrecruiter.com/)

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Or click the QR Code to see all vacancies with Kidsgrove Secondary School.

**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.

**KIDSGROVE SECONDARY 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:     Wednesday, 10th July 2024 at 9am**

**Interview date: Friday, 12th July 2024**

**We reserve the right to appoint before the closing date, therefore, we encourage early applications.**

Successful candidates will be subject to a fully Enhanced DBS check along with other relevant employment checks.