



**Wellspring Academy Trust
Littlecoates Primary Academy**

Post Title: Receptionist
Department: Support
Reporting to: Office Manager
Salary: SCP 2

An exciting opportunity has arisen for a Receptionist to join us at Littlecoates Primary Academy. If you are talented and highly motivated, with a genuine passion for transforming lives through education, then we want to hear from you.

Littlecoates Primary Academy is proud to be a part of Wellspring Academy Trust and truly believes in making a difference. High quality and ongoing professional development support are guaranteed. There will be a wide range of opportunities for you to realise your professional vision and ambitions within the Trust.

We are a small, ambitious school with a big heart, and we would love you to come and see for yourself what we have to offer.

We are interested in hearing from people who:

- Are self-motivated, customer-focused and organised with ICT competency skills.
- Enjoy working as part of an inclusive team.
- Have a commitment to supporting the work of education leaders and have a keen interest in current educational practices.

Duration of Post	Permanent, full time
Work Commitment Hours/Weeks	32.5 hours, term time only plus 5 days
Salary	SCP 2 (£22,366 FTE salary, actual salary £16,823)
Start date	As soon as possible
Closing date	1st December 2023 12 noon
Shortlisting	4th December 2023
Interview date	8th December 2023
Applications	Submit completed applications to: dennisd@lpacademy.co.uk or by post to Mrs D Dennis, Littlecoates Primary Academy, Harlow Street, Grimsby, NE Lincs, DN31 2QX.

Application forms must be completed. CVs will not be accepted.

All applicants need to complete the Equal Opportunities form. Please click the link for further details <http://bit.ly/WATEqualOpportunities>.

Wellspring Academy Trust is committed to safeguarding and promoting the welfare of our pupils. All posts are offered subject to enhanced DBS checks. References will be requested and an online search carried out for shortlisted candidates, prior to attendance at interview. Further pre-employment checks will be completed for the successful candidate upon acceptance of the post.

We are committed to equal opportunities and to promoting diversity. We want our people to reflect the diversity of our communities, and we welcome applications from people from all backgrounds, especially from under-represented groups, including those from Black, Asian and minority ethnic communities. If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide

an overseas criminal records check from the country/countries you have resided in, if you are the preferred candidate for the post.