



Receptionist

Rodillian Academy, Longthorpe Lane, Lofthouse, WF3 3PS

Salary Grade: SCP 3 - 7 (£18,562 - £20,092 per annum FTE)

Actual Salary: £17,021 - £18,424 per annum

Hours: 37 hours per week. Term Time Only plus 20 days

Contract: Permanent

Start Date: ASAP

Rodillian Academy is looking to appoint a Receptionist to join our vibrant and dedicated team. We are looking for an individual who has excellent communication skills, a confident and polite approach to customers and a pro-active, 'can-do' attitude. A part of this role includes first aid responsibilities, so a candidate with a first aid qualification or a desire to acquire one is essential. Experience of working in a similar role is also essential.

The Rodillian Multi Academy Trust has a reputation for high expectations for all, an innovative curriculum and excellent staff/student relationships. It is regarded as one of the most successful Trusts in the country and is recognised as an organisation that does things differently. Our academies are a place where staff can develop their skills and find their own style and methods of teaching. Colleagues learn and grow alongside our students and feel that they are making a real difference to the lives of those they teach. We believe that traditional values of discipline and respect are sacrosanct. We do not tolerate bullying, defiance or rudeness, and this has made for a harmonious and safe learning environment for our young people and a supportive environment for staff. The Rodillian Academy is the flagship school of The Rodillian Multi Academy Trust. We are housed in a £27 million building with state of the art technologies across all departments. In figures published in January 2018, the Rodillian Academy was ranked with the highest Progress 8 score in Leeds.

This is a real opportunity for you to make your mark, and as a growing Multi Academy Trust with an excellent reputation and access to high-quality CPD for all, there are always opportunities for career development for ambitious and committed colleagues.

If you would like to visit us, please contact Rebecca Farthing, the PA to the Principal at rfarthing@rodillianacademy.co.uk to arrange.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service.

Please complete an application pack which can be downloaded from the Trust website www.rodillianacademytrust.co.uk and return to recruitment@rodillianacademy.co.uk

Closing date for completed applications: Monday 29 November 2021 at 9.00am