**Receptionist**

**Salary: Grade 4, scale 13-16 £23,115 - £23,898 FTE – Pay Award Pending**

**Working hours: Full time, all year – Mon-Thurs 8:00am – 4.00pm Fri 8.00pm – 3.30pm**

**Contract type: Permanent**

**Start date: ASAP**

**Location: SET Head Office, Kidsgrove**

Shaw Education Trust are seeking a highly motivated receptionist for their front desk at Head office. Excellent customer service skills both face to face and on the telephone are a must, along with strong administration skills. Ideally you will have experience of an educational setting, school reception or administration office and be able to work under pressure and multitask effectively.

**Duties will include, but not limited to:**

* Placing orders as required and receipt/return of goods
* Welcoming visitors, ensuring sign-in, providing refreshments
* Answering telephone and monitoring enquiries email – forwarding as appropriate
* Receiving and forwarding SET post
* Administration services to Directors e.g. typing, reprographics, shredding etc
* Maintain SET Photo Walls/celebration displays
* Maintaining SET kitchen (tidying/dishwasher etc)
* Distribution of items to schools
* Liaison with KSS Caretaker

**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 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 values are***

***To Be Pupil and People Centred, To be Best in Class, To be Accountable, To be Innovative, To Act With Integrity***

We place high achievement at the heart of everything we do, and we are determined that no individual has their opportunities limited by their background, or by their ability. We are focused on harnessing the power of people to affect positive change for our children and young adults. We work closely with children, leaders, teachers and support teams, to create their individual best futures: one size fits one. Education should be an exciting space, buzzing with vibrancy, dynamism and unlimited potential. Innovation and entrepreneurialism fuel our passion, enabling creativity and re-conceptualisation to be agilely applied to context and circumstance

An excellent education, in a supportive environment, is what every student attending one of our academies will experience. Central to this is the support we provide to our staff teams, this enables them to continually develop their knowledge, practice and expertise by offering high quality training and research-based opportunities our colleagues are well motivated, highly valued, and incredibly driven professionals.

Although we are a family who work together to create brighter futures, each of our schools still keep their individual identity and uniqueness. This approach of earned autonomy ensures that integrity and transparency underpins everything that we do, with our Trust Board providing oversight, challenge and support. This support is then strengthened at school level through a system of Academy Councils who represent each school and provide local accountability.

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.

Please visit out Trust Careers site for more information on [Shaw Education Trust Career Site (schoolrecruiter.com)](https://shaw-education.schoolrecruiter.com/)

 Click the QR Code to see all vacancies across and within the Trust.

**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.

Shaw Education Trust 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: 9.00am Thursday 26th September 2024**

**Interview date: TBC**

**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.