

**Receptionist - Visitor Reception
Outwood Academy City, Sheffield
Required From: As soon as possible**

**Salary: OGAT Grade 2 SCP 3 to 4 - £18,562 - £18,933 (pro rata)
Actual salary - £15,877.74 – 16,195.09**

This is a permanent full time post (37 hours per week), 39 weeks per year (equivalent to term time plus 5 days).

Serving the bustling city of Sheffield, Outwood Academy City was constructed in 2011 with state-of-the-art facilities and joined Outwood Grange Academies Trust three years later. The school has undergone a huge transformation for its 1200 students, with an innovative curriculum and a personalised approach to learning enabling them to realise their vocational, practical, creative and academic abilities. This was recognised by Ofsted in February 2019, when the academy was judged 'Good with Outstanding Leadership'. Inspectors noted that, "Leaders and teachers demonstrate high expectations for all pupils. They are determined that pupils achieve well in their subjects".

Outwood Academy City is seeking to appoint a Receptionist for the Visitor Reception. Reporting to the Personal Assistant to the Principal, the successful candidate will join a very busy team providing whole school administrative support.

Candidates should have excellent communication skills, be organised and able to remain calm in a busy environment. Strong IT skills specifically in Microsoft Office are essential. Training will be provided on our management information system. The successful candidates will be a team player with a proactive approach to work. Owing to the nature of the role, an ability to relate to the Academy's students is crucial. The successful candidates will be an active member of the Academy's first aid team; training will be provided.

Job share may be considered. We are looking for the successful candidate/s to start as soon as possible.

As part of a growing multi-academy trust, the successful candidates will be well supported and have access to a range of high quality professional development through the Outwood Institute of Education.

For more information regarding the post or to arrange a visit, please contact Toni Underwood, Personal Assistant to Andrew Downing, by email to t.underwood@city.outwood.com or on 0114 2358120.

Applications should be completed online at

https://fa-eqvg-saasfaprod1.f.a.ocs.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1/

Closing date: Monday 1st November at 12 noon
Interview date: Friday 5th November 2021

The Outwood Grange Academies Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory DBS check.

We reserve the right to close advertisements early. Advertisements will therefore close at 12noon, either on the advertised closing date, or the day the decision has been taken to close the advertisement early.