

AAT RECEPTIONIST / ADMINISTRATOR

Start Date: ASAP

Hours: Full-Time 36hrs Monday to Friday

Contract: Permanent

Salary: NJC 12-15

At the Auriga Academy Trust, we support local special schools for children and young adults with a range of complex needs and disabilities aged 4 – 19. Our pupils are at the heart of our vision and we believe that together we can make a positive difference. We recognise that the success of our schools largely depends on the quality of our staff and we are committed to recruiting and retaining outstanding individuals. Our schools provide real opportunities for aspiring teachers, school leaders and support staff. We recognise that the success of our schools largely depends on the quality of our staff and are committed to recruiting and retaining outstanding individuals.

This is an exciting opportunity for a person with experience to join the Auriga Academy Trust central Administration Team. You will be supporting with the day to day running of the school by performing key administrative tasks, whilst ensuring the efficient operation of the school campus. This post would suit an individual with receptionist experience and administrative knowledge.

We are looking for enthusiastic, motivated and highly flexible candidates. Strong verbal and written communication skills are essential as the successful candidate will oversee the school on reception by working collaboratively with existing premises staff and external professionals, and will be expected to report to management, Governors and Trustees on all relevant issues.

Prospective candidates are encouraged to visit one of our campuses. If you would like an informal discussion regards the role and a visit then please contact the Trust Administration Manager, Nadia St Paul, nstpaul@aurigaacademytrust.org.uk. We look forward to receiving your application and for further details about the Trust can be found on the Auriga Academy Trust website www.aurigaacademytrust.org.uk

Closing date for applications: 08:00am 14th June 2021

Interviews: WC 21 June 2021

The Auriga Academy Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check with a check of the DBS barred list.