**VACANCY**

**Position:** Receptionist

**Advert Start Date:** Monday 2nd May 2023

**Contract Type:** Permanent

**Scale:** Grade D – SCP 5-6

**Salary:** £21,576 to £21,968

**Hours Per Week:** Full-Time - 37 Hours per Week, 52 Weeks a Year

**Required from:** June 2023

**Based at:** Oxclose Community Academy

Discover Learning Trust are looking to appoint an exceptional, enthusiastic Receptionist to join our busy administration team. This important role will act as the first point of contact for all students, parents/carers, visitors and other stakeholders entering the school. The role is exciting and diverse, providing an effective reception service, signing in visitors and answering a wide range of queries alongside supporting the office with wider administrative tasks, under the direction of the Administration and Facilities Manager. The successful candidate will need to exhibit a friendly and professional presence at all times, with the ability to manage conflicting priorities in a busy school office environment.

Previous experience working within a school setting would be a benefit but is not essential. The essential skills required to fulfil the role are:

* Exceptional communication skills both verbal and written;
* Outstanding organisational skills with meticulous attention to detail;
* Strong knowledge and experience in the use of a range of IT systems;
* Excellent time keeping and workload management;
* Be able to work under pressure and to strict deadlines, and;
* Most importantly, an interest in working in an environment where children are at the heart of everything we do.

Discover Learning Trust is fully committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a subject to an enhanced DBS disclosure.

Discover Learning Trust is an equal opportunities employer and welcomes applications regardless of age, gender, race, religion, disability, or sexual orientation.

Please note that we do not accept CVs. For an application pack please contact Mrs L Fittes, Purchasing and Personnel Manager at [recruitment@oxclose.net](mailto:recruitment@oxclose.net).

**Application Closing Date:** Midday Friday 26th May 2023

**Shortlisting:** TBC

**Interview:** TBC