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| Post Title | **Visitor Receptionist/Administrative Assistant** |
| Place of Employment | **Shirebrook Academy\***Aston Community Education Trust |
| Hours of Work | **37 hours per week, term time including 5 INSET days plus 5 days during the school holidays.** **(Governing Body duties to be paid as additional hours when worked).**  |
| Salary | **Band D points 5 - 6 (£21,575 - £21,968)****Actual salary £19,334 - £19,686 per annum**(plus an additional 1 week of pay if the appointee has 5 years or more continuous service with a Local Authority) |
| Appointment | **Permanent** |

An opportunity has arisen for a dedicated and skilled administrator to join our busy administration team. The post-holder will provide a highly professional and efficient service, responsible for the provision of a first class front of house service to Academy visitors. The post-holder will also provide general administrative support to the wider needs of the Academy, including Finance and Student Services.

The successful candidate will:

* Have experience of working in administration, reception or a similar role
* Have excellent communication skills
* Be able to work independently and with initiative
* Have a pragmatic approach
* Have good word processing skills
* Be energetic, well-motivated and flexible
* Have a professional manner and plenty of common sense
* Be educated to GCSE standard or equivalent

\*You will be based at Shirebrook Academy but the role may involve working at other academies within the trust.

Applications should be returned to jstott1@shirebrookacademy.org. The closing date for applications is 9.00am Monday 5 December 2022.

Interview date to be confirmed.

**Safeguarding**

ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants should read our safeguarding Policy and Safer Recruitment Policy, which are available on the ‘policy’ section of our academy websites.

It is an offence to seek employment in regulated activity if you are barred from working with children. This post will involve regular contact with children, and therefore is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, cautions or bind-over orders which for any other purposes are “spent” under the provisions of the Act. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate and does not need to be declared. Guidance on this can be found at <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Successful candidates will be subject to a DBS check at the appropriate level. Shortlisted candidates will be asked to complete a self-declaration related to their criminal record or any information that would make them unsuitable to work with children. If you have lived or worked outside of the UK, additional information may be required from you to satisfy safer recruitment checks.

**Equality**

ACET is committed to ensuring equality of opportunity throughout the recruitment process. We welcome and encourage applications from people of all backgrounds, and your application will be assessed purely on your ability to do the job.

We undertake to make any ‘reasonable adjustments’ to a job or workplace to counteract any disadvantages a disabled person may face. Where required, we will make reasonable adjustments to the selection process for an applicant with a disability.

Please note if you have not received a reply within three weeks, your application has been unsuccessful. We undertake to make any ‘reasonable adjustments’ to a job or workplace to counteract any disadvantages a disabled person may face. This post involves working with children and therefore if successful, you will be required to apply for a disclosure and barring services check at an enhanced level. Further information about the Disclosure Scheme can be found at [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)

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