

The Trustees are looking to recruit to the post of
RECEPTIONIST – PART TIME
Hawthorns School, Audenshaw
NJC Points 5-6: £19,650 - £20,043 annum (full time/ full year salary)
Actual salary range pro rata: £9,741- £9,936 per annum
Commencing September 2022

Hawthorns School is a successful and happy primary special school located in Audenshaw Tameside. All our pupils are primary age with an EHCP or statement, and have moderate learning difficulties and additional complex needs.

Hawthorns School is part of New Bridge Multi-Academy Trust, a cluster of special schools, supporting the learning, social and pastoral needs of over 700 young people aged between 4 and 19 years.

The Trustees are now looking to appoint an experienced school Receptionist to join the busy admin/reception office at our school site currently based in Audenshaw. Previous experience in this role is essential.

The successful candidate will be able to demonstrate:

- Experience of undertaking reception duties and providing high levels of customer care
- Experience of team-working to work effectively with others and meet deadlines and goals
- Experience of undertaking a wide range of office-based administration and clerical tasks
- Experience of using a range of computer packages for word processing, spreadsheets, databases, emails and researching information
- Organisational skills to work under pressure to complete tasks to deadlines, re-prioritising own workload if necessary
- Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone
- Written communication skills to take accurate messages, passing them on to others
- A hard working, organised and proactive approach to their personal and professional development

New Bridge MAT is committed to safeguarding and promoting the welfare of children and applicants must have a commitment to safeguarding young people. This post is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references will be sought prior to interview.

Salary: NJC Scale 3 (points 5-6): £19,650 - £20,043 per annum
Actual Pay range pro rata: £9,741- £9,936 per annum
Contracted days: Monday, Tuesday and Wednesday, term time only (190 days)
Contracted hours: 8am – 4pm, 22 hours per week
Based: Audenshaw School site Manchester, M34 5RX
Commencing: September 2022
Closing Date: September 2022

Interviews: September 2022

Further info: Gilly Mather, HR Advisor: gmather@newbridgegroup.org

Completed application forms to: recruitment@newbridgegroup.org