



Parkwood Hall  
CO-OPERATIVE ACADEMY

# Receptionist

**Actual Salary: £16,487 to £17,411 per annum (Scales 3, Points 14-17)**

**Plus Outer London Fringe Allowance £556.70**

**Permanent Post – 37.5 hours per week Term time plus 2 weeks.**

**Needed to start as soon as possible**

Parkwood Hall Co-operative Academy is a Special Needs Residential provision for students with moderate to severe learning difficulties. The children and young people are at the heart of everything we do. Our aim is to provide an outstanding and supportive learning environment which challenges students to achieve success.

We are looking for a receptionist who is flexible and can work as part of a team, with an ability to communicate and relate appropriately to people in a range of situations. The successful candidate will be a welcoming and friendly face to the front of the school with passion for providing high quality support, and will have enthusiasm, energy and a positive approach to their work. The successful candidate will join a school where we invest in our staff.

Core duties will include greeting visitors and answering telephone calls and enquiries, ensuring registers are kept up to date, liaising with transport for students, as well as collating and managing the school calendar. Please refer to the Job Description for more details.

## **If you are:**

- Energetic, enthusiastic and hard working
- Passionate about working with pupils who have special needs
- Conscientious and innovative

## **Then you are the person we are looking for!**

All posts are subject to references, enhanced clearance from the DBS and a 6 month probation period. Application forms and information can be found at [www.parkwoodhall.co.uk](http://www.parkwoodhall.co.uk) or by sending your email address to [info@parkwoodhall.co.uk](mailto:info@parkwoodhall.co.uk) stating the name of the vacancy. Please note that we cannot accept CVs alone.

***Parkwood Hall Co-operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

Applications are invited from black and ethnic minority candidates and from men, as these groups are under-represented on the school's staff. (Race Relations Act sections 35-38 apply). This position is exempt from the Rehabilitation of Offenders Act 1974 and DBS Disclosure is required.

Closing date: by noon on Thursday 28<sup>th</sup> March 2019

Shortlisted candidates visit: Monday 1<sup>st</sup> April 2019 4pm

Interview date: Thursday 4<sup>th</sup> April 2019