

SHAVINGTON ACADEMY
Member of the Chimney House Alliance
Rope Lane, Shavington, Cheshire, CW2 5DH

Tel: 01270 260717
Email: recruitment@shavington.academy
Website: www.shavington.academy



Headteacher: Mrs Emma Casewell

Required 1st September 2022
Receptionist
37 hours per week, 39 weeks per year
Salary £16,244 - £16,548

Governors and Trustees are looking to appoint a suitably experienced individual to be the welcoming face of the Academy at our reception. Monday to Thursday 08:15 - 16:15 and Friday 08:15- 15:45.

This vacancy has arisen due to the promotion of the current postholder.

The successful candidate will provide a reception and telephone answering service (both internal and external) to ensure that all callers are dealt with promptly. They will act as initial point of contact for visitors dealing with enquiries from parents, businesses and members of the public. They will also be responsible for signing pupils in/out of the building, checking and signing for deliveries and undertaking other administrative tasks as required.

Full induction for the post will be given, together with on-going support for the successful candidate.

As an Academy we are committed to developing our staff and this will include completion of a certificated First Aid at Work course.

Application forms are from the Academy website: www.shavington.academy or by contacting recruitment@shavington.academy

Closing Date: Wednesday 13th July 2022 at 12 noon

Interview Date: Friday 15th July 2022

Please note that only fully completed Academy application forms will be accepted.

Shavington Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced DBS Disclosure.