



MEDEN SCHOOL
A TORCH ACADEMY

Receptionist/Admin Assistant

Salary:	£12809 - £13427
Contract Type:	Full time Term Time only 37 hours per week (negotiable)
Contract Term:	Fixed term Maternity Cover
Start date:	13 th April 2015 (negotiable)
Closing Date:	9.00 am on Thursday 12 th February
Interview Date:	Tuesday 24 th February
How to apply:	Please see Application Pack for this role

We are looking for an experienced, enthusiastic and professional person to work in our brand new reception facility (completed in January 2015) with our other full time receptionist. You should be able to demonstrate excellent communication skills, a good standard of IT knowledge and a high level of customer care and flexibility is essential for this post. The main duties would include reception duties and other clerical duties including communication for exclusions and detentions.

The post is a fixed term temporary post to cover a maternity leave and is expected to last for 1 year. The post is expected to commence on 13th April 2015 but there may be flexibility within this. The hours are negotiable and can be worked with the other receptionist and in agreement with the Strategy Manager but we would expect reception to be covered from 7.30 – 4.30 p.m Monday to Thursday and 7.30 – 4.00 p.m. on a Friday with half an hours unpaid lunch per day and a 15 minute paid break time.

Meden School is a rapidly progressing 11-18 Academy in Market Warsop, Nottinghamshire. Part of the Torch Academy Gateway Trust, the school has experienced a significant turn-around in recent years to become one of the most improved schools in the UK. The aspirational atmosphere at Meden stems from the hard work of the dedicated staff, and the potential that pupils are recognising within themselves. With exam results swiftly improving, hardworking staff, and bright, friendly children, Meden is an exciting, flourishing school environment.

Meden School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. All staff will be required to undergo an Enhanced Disclosure and Barring Service search before employment.

The Torch Academy Gateway Trust (TAGT) is a dynamic and growing Multi Academy Trust Group based in the East Midlands. Our Trust Group, comprising Toot Hill School, Meden School, Nottingham Free School and Birklands Primary school, is committed to providing high quality education to all of our students, regardless of their backgrounds. TAGT is also currently working in partnership with Nottingham University Samworth Academy, Nottingham University Academy of Science and Technology and Djanogly City Academy.

With a range of schools in the trust serving a variety of different communities, opportunities for career progression and wider professional experiences are extensive. We have outstanding CPD provision across our schools, supported by our Teaching School Alliance, which links 23 schools together, sharing effective practice and developing new models for staff development. We also have a unique programme designed to provide middle and senior leaders with all the skills required to develop their careers.

As an employer we offer an enhanced benefit package to all staff that includes help with healthcare and a fully-funded MA programme for all teaching staff. We can also offer help with relocation in certain circumstances. The Trust also has a policy of wider engagement for main-scale, middle and senior staff. In recent years, employees have visited schools in America, Canada, Finland, Singapore and South Africa as part of their professional development.