

Job Title:	Receptionist
Job Reference:	REC-MIL-1
Location:	The Milestone School
Grade:	Grade 4 Point 7-10
Annual salary:	£17,167 - £18,216
Start date:	ASAP
Working hours:	37 hours per week
Working weeks:	39 weeks per year (term time only including INSET days)
Contract:	Permanent
Closing date:	Friday 21st January 2022 at 12 noon
Interview date:	Tuesday 1st February 2022

The Milestone School is part of the SAND Academies Trust and is an outstanding school for pupils with a range of special needs, aged 3-16, based in Gloucester.

We are looking to appoint a full-time receptionist to join our small and friendly administration team, which deals with all admin tasks across the school. The reception area is a particularly busy part of the school and patience is required as well as an organised approach. Previous experience of working in a school is an advantage although not essential. A good sense of humour and the ability to deal with many different situations is a must.

The post is full time, working 37 hours per week from 8.00am until 4.00pm, Monday to Thursdays and from 8.00am until 3.30pm on Fridays. This post is term time only and includes working INSET days.

The requirements of the post are:

- to provide an efficient, friendly and professional reception service
- to provide direct administrative and clerical support within the administration team

The post is subject to satisfactory pre-employment checks and the successful completion of a 6-month probation period.

The closing date and time for all applications is 12 noon on Friday 21st January 2022 and interviews will take place on Tuesday 1st February 2022. We regret that to reduce administration costs, you will only be contacted if you are selected for an interview, therefore, applicants who have not heard of the progress of their application within 2 weeks of the closing date should assume that they have not been shortlisted.

For more information about the school please visit www.themilestoneschool.co.uk. For more information about SAND Academies Trust, and to download an application form and job description, please visit www.sandmat.uk/vacancies. Completed applications form should be emailed to applications@sandmat.uk. Applications received after 12:00 noon of the closing date will not be considered. Please note that we only accept SAND Academies Trust application forms and do not accept CVs.

SAND Academies Trust is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. All positions are subject to satisfactory pre-employment checks including enhanced DBS clearance and Right to Work in the UK. For more information on Safer Recruitment please see the Information for Applicants pack.