

**Twyford Church of England High School, Acton, London W3 9PP** is seeking to appoint a

**Reception Administrator – to start as soon as possible**

**Salary: Grade 5, scale points 12-15 £24,603 - £25,950**

**35 hours/week, 52 weeks/year\***

*Plus 1 hour per day accrued time*

**Closing date: 12 noon on Monday 23<sup>rd</sup> September 2019**

**Interview date: Friday 27<sup>th</sup> September 2019**

We are looking for a **Reception Administrator** to support a range of organisational, clerical and general tasks on behalf of the school, staff, students, parents and visitors. The new post-holder will join an enthusiastic School Administration team, and will share some responsibilities and tasks with the other 6 members of the team – duties include general clerical and filing support, lunchtime cover, supporting preparations for major school events, communications with staff, students and parents, and tasks supporting the functions of attendance and/or behaviour.

Hours of work are 8.00am – 4.30pm (including 1 additional hour to be worked each day from 3.30 – 4.30pm. These additional hours will be accrued and taken as time in lieu during school holidays or other closures when the office is less busy.

The new post-holder will join an enthusiastic School Administration team, and will share some responsibilities and tasks with the other 6 members of the team – other duties include general clerical and filing support, lunchtime cover, supporting preparations for major school events, communications with staff, students and parents, and tasks supporting the functions of attendance and/or behaviour. They must be able to work professionally under pressure to meet deadlines, and operate flexibly within the changing needs of the school. Excellent communication skills are essential as is enthusiasm, commitment and a willingness to play an active role in the life of the school.

For more information about the school please visit the Twyford Trust and Twyford school websites. For more information about the role please see the Job Description on the Twyford Trust website at: <http://www.twyfordacademies.org.uk/recruitment/vacancies>

**Successful Candidates will have:**

- GCSE passes in English and Maths, or equivalent, and an excellent standard of written English
- Excellent ICT and organisational skills
- Customer service experience
- A professional attitude and excellent attendance
- General administration qualification (desirable)

**We offer:**

- Excellent relationships at all levels
- A supportive and lively work environment
- Training and development opportunities
- Membership of the Local Government Pension Scheme

## **The Twyford Trust**

The Twyford Trust was established in October 2011 to enable an existing School, Twyford CE High School, to build on its successes and look outward to the large number of parents who were eager to become part of its community. The Twyford Trust aims to deliver outstanding education in a comprehensive school setting, and embraces the Twyford School motto 'Life in all its fullness', encouraging students to use their individual gifts wisely and well. Supported by the London Diocesan Board for Schools (LDBS), the Trust is the overarching organisation which provides support for all Trust schools. The Trust comprises four schools in the London Borough of Ealing.

## **Twyford CE High School, Acton**

Twyford CE High School was set up by the LDBS in 1981. The school has an excellent reputation and is rated 'Outstanding' by Ofsted (May 2012) and SIAMS (April 2017). It has developed specialisms in Music and Modern Foreign Languages, as well as a large and highly successful Sixth Form in which Maths, Maths and Computing are the largest areas. Since its inception the school has grown considerably and now admits around 975 students aged 11 to 16, and an additional 500 students to the Sixth Form.

## **How to apply**

Please visit the Vacancies page of the Twyford Trust website

<http://www.twyfordacademies.org.uk/recruitment/vacancies> for more information about how to apply, and to download a Job description, Application Form and Letter to Applicants.

Applications must be submitted to **HR/Recruitment** at Twyford School by the closing date and time above. They can be **posted** to Twyford Church of England Academies Trust, c/o Twyford Church of England School, Twyford Crescent, Acton, London W3 9PP or **emailed** to [recruitment@twyford.ealing.sch.uk](mailto:recruitment@twyford.ealing.sch.uk). Please do not submit applications by fax.

*The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>*

*You will also be expected to sign and adhere to the school's SAFEGUARDING CHILDREN & YOUNG PEOPLE and SAFE WORKING PRACTICE AGREEMENT which is available as a download on the school website Vacancies page.*