Ascendancy Partnership Trust

Ascendancy Partnership Trust is a multi-academy trust with deep community roots across the Berkshire area, composed of a family of SEN schools all specialising in learning difficulties.

Brookfields
Specialist SEN School

Sage Road,
Tilehurst, Reading,
Berkshire RG31 6SW
Tel: 0118 9421382
Email: recruitment@brookfields.w-berks.sch.uk

RECEPTIONIST / ADMINISTRATOR
for Brookfields School, Specialist SEN School

SALARY & WORKING PATTERN

Band F FTE - £29,071 plus £1590 SEN Allowance (Pro-rata)
Actual Salary £9990 + £546 = £10,536

Part Time – 15 Hours per week Thursday and Friday - Term Time Only
Start Date – ASAP

Brookfields Specialist Education School requires an experienced receptionist / administrator to work our busy reception area.

The ideal candidate will have experience of working within a similar role and be able to demonstrate excellent, administration and organisation skills. You will need to be a confident and engaging communicator and able to manage a high-volume busy reception desk including answering the phone, welcoming visitors, pupils and parents and signing in contractors and agency staff.

We are looking for:-

- Someone who can work as part of a job share and be flexible when needed
- An individual who is warm, kind and caring with a compassionate nature
- A friendly personality who will provide a professional first point of contact
- Someone who is calm and able to support the needs of a variety of people.

Experience of working in a school environment is advantageous but not essential as full ongoing training will be provided. The willingness to work in a SEN environment where you can demonstrate your excellent support skills, motivation, resilience and desire to make a difference is equally as important.

Core Hours are: Thursday and Friday 08.00 – 16.00 Term Time only.

What we offer

- Free on-site parking
- Generous pension scheme
- Contractual Sick Pay
- Free confidential mental health and wellbeing coaching and counselling services
- Family friendly policies
- Staff Wellbeing Group
- Continuous Professional Development: A full induction and on the job training with a commitment to supporting and coaching you towards excellent practice
- A generous site in a well-established community location, with excellent transport links close to the river Thames and the beautiful surrounding countryside.

Who we are

Part of the Ascendancy Partnership Trust family of schools, **Brookfields School** is an oversubscribed, thriving, vibrant and happy place of learning. We have c224 pupils on roll aged from 4 to 19 who due to their complex needs, require significant specialist support to succeed academically and achieve their full potential.

Applications should be sent to **recruitment@brookfields.w-berks.sch.uk** **and the closing date is 09.00am on Monday 9 November.** Should you have any questions prior to making an application you would be welcome to contact us on the above email address. Please apply as soon as possible as we reserve the right to interview and appoint before the closing date.

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We welcome applications from all sections of the community.

The Ascendancy Partnership Trust is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the DBS. This position is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Applicants must be eligible to work in the UK.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.

Stronger and Better Together

