**“Each other and our Dreams” Our Academy motto**

Lord Lawson of Beamish Academy is oversubscribed, successful and well regarded by parents and the community. We have over 1,500 students currently on roll, aged 11-19, with over two hundred students in the sixth form. We received our Academy Order from the Secretary of State for Education in August 2011 and converted to an Academy on 1st March 2012. We moved into brand new, custom designed and purpose built accommodation in September 2007. The building and environment are exceptionally well maintained and we have a new Independent Learning Centre for the exclusive use of sixth form students

The academy’s most recent Ofsted report (Feb 2017) stated that although the Academy requires improvement overall, sixth form provision is strong. A more recent report states that students are well behaved and move calmly around the site. The same report recognizes that the school has put in place initiatives which are beginning to lead to improvement. There is a comprehensive plan in place which we are confident will ensure we are judged good at our next inspection.

We are affiliated to national organisations such as the Schools Students and Teachers network (SSAT) and also to Whole Education as well as having close links with other outstanding schools and colleges in the region.

We are a happy, secure academy with a very welcoming and open approach. We are determinedly professional, though, about raising achievement. The successful applicant will have the personal skills to fit into this warm environment and must share our determination to drive up standards in our students. Everything we do is designed to make students feel confident, secure, well supported and happy during their time at Lord Lawson of Beamish.

We are committed to ‘professionalising’ teaching and offer a wide range of professional development opportunities for staff. Many of our staff go on to promoted posts within the academy and elsewhere.

The academy is organised on a House system and all teaching staff except those on the senior leadership team will join a House Block and become a tutor in our pastoral system. This gives new staff the opportunity to meet staff from across a range of subjects and to work closely with a small group of students for the duration of their statutory period of education.

**The Post**

We wish to appoint a receptionist, 37 hours per week term time pro rata, Scale C.

The primary function of the role is to deal with all aspects of reception duties within an extremely busy Academy, the successful candidate will be part of the Administration Team and will therefore be required to perform word processing to a high level of competency and efficiency as well as any other tasks associated with a General Administration/Finance Office.

The post is part of the administration team in the Academy which consists of the following:

Assistant Principal

PA x 2

Trainee PA x 1

Office Manager

Admin and Finance Assistants x 2

Receptionist x 1

Budget Officer x 1

**The Application**

Shortlisting will be carried out according to criteria that will be assessed using the completed application form that is enclosed and the letter of application that should accompany it. In this letter it would be helpful if there was some indication of how you hope to develop professionally in the future. In essence, we want to know what you can offer our academy and our students.

**The Interview**

Shortlisted candidates will be notified by post. We have yet to finalise the arrangements for the interview but it is expected that the interview will last for 1 day and will be designed to give candidates every possible opportunity to demonstrate their strengths. It will certainly include an element of interactive work with students which will be signalled clearly in the letter inviting candidates for interview.

Once again, we look forward to hearing from you.

***Lord Lawson of Beamish Academy is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.***