

## RECEPTIONIST

Temple Moor High School and Sixth Form, part of Red Kite Learning Trust



**Contract:** Permanent  
**Hours:** 37 hours per week, Term Time Only + 5 training days (39 weeks a year),  
Monday to Thursday 8am – 4pm. Friday 8am – 3.30pm.  
**FTE Salary:** £23,152  
**Actual Salary:** £19,830.61

**Eligible for the RKLТ Friends & Family Referral Scheme (see details attached)**

Temple Moor High School and Sixth Form, rated 'good' by OFSTED in March 2023, is a confident and outward facing school, at the heart of the local community. Able to adapt well to the changing schools' and educational landscape, we are better prepared to meet the needs and aspirations of all our learners. At Temple Moor we believe in pursuing excellence in everything we do. By committing to this aspiration, and continual school improvement, we can provide the very best life chances, and next steps in students' learning at our school, both now and into the future.

Required as soon as possible, we are looking for a well-presented, enthusiastic and motivated Receptionist/Administrator to front our busy school reception. Duties will include managing telephone calls and in-person enquiries from parents, staff and visitors. In addition, the successful applicant will be required to provide an administrative service as required.

You will:

- have excellent interpersonal skills and be able to communicate at all levels
- be flexible and able to work under pressure with a 'can do' attitude
- have a calm manner
- have excellent ICT skills

**As a member of our Trust, you will benefit from:**

- being part of a truly collaborative trust, working with professional generosity and towards our shared mission of; **Nurturing ambition, delivering excellence and enriching children's lives**
- continued investment in our people, supporting every member of staff throughout their career to be the best they can be
- a clear set of values, a celebration of equality and diversity and a working environment built on respect, your kindness and promotion of your positive wellbeing.

**We are pleased to offer a generous benefits package including;** excellent pension scheme, £5k cycle to work scheme, discounted gym, family health, private medical insurance and dental care plans, discounts and online offers at major high street/online retailers and our employee assistance programme accessible by you and your family.

### **Next steps:**

For more information about the role and to apply please click on the following link:

<http://www.rklt.co.uk/vacancies/>

To discuss the role please contact Natalie Pickering (Administration & Information Manager) on

[pickeringn@tmhs.rklt.co.uk](mailto:pickeringn@tmhs.rklt.co.uk)

Completed applications should be submitted no later than **21<sup>st</sup> June 2024**

**#RKPeople**  
At the heart of excellence

Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sections of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



[www.rklt.co.uk/Vacancies](http://www.rklt.co.uk/Vacancies)

[@RedKiteHR](https://twitter.com/RedKiteHR)