



Admin Assistant/Receptionist

May 2024

36.5 hrs per week Mon-Fri (8.15am – 4pm)

40 weeks per year

Grade D-E, points 3 to 5 £22,737- £23,500 FTE

£19,786 - £20,911 pro rata

Sponne is an outstanding community comprehensive school with some 1430 students aged 11-18 on roll with 170 staff. The school is part of Tove Learning Trust, comprising of fourteen schools and also has a training school and the Grand Union Training Partnership on site.

We are seeking to appoint a friendly and efficient Admin Assistant/Receptionist to work within our busy main reception which is at the heart of the school. The post holder will form part of the Business Support Team and will work with five other administration support staff who provide specialist support for key functions of school operations. Main duties will include meeting and greeting visitors to school and deal with all related duties and phone calls, correspondence and general office tasks. In addition to covering reception the post holder will provide administration support to the business support team as required.

The successful candidate will:

- Be positive and friendly with a genuine caring nature to support staff and students
- Be adaptable and able to cope with changes to routine
- Demonstrate the ability to organise own time effectively
- Have a positive approach to IT with competencies in Word and Excel
- Be calm and capable in an emergency situation
- Have previous experience working within a school or customer services
- Have the ability to use a range of bespoke software relating to job role, i.e. for ID badges, barrier system, visitor monitoring and cashless catering
- Be eligible to live and work in the UK and be required to apply for a DBS disclosure

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We follow safer recruitment procedures for all vacancies and in accordance with Keeping Children Safe in Education.

We reserve the right to close this vacancy early if we receive a high volume of suitable applicants for the role.

Therefore if you are interested, please submit your application as early as possible.

All documents including the full job description, person specification and application form are available on our website www.sponne.org.uk. Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Please do not send CV's without a fully completed application form. Further information requests or completed applications should be sent to Vikki Napier – HR Manager & Headteacher's PA on recruitment@sponne.org.uk. **Closing date Midday Friday 5th April.**
Interview date Tuesday 16th April 2024.