

RECEPTIONIST

Mulberry Academy Woodside is an exceptional, mixed 11-16 comprehensive school, serving a truly multi-cultural community, where every student is valued and treated as an individual. This is a school where young people's talents and abilities are nurtured and where they can develop their ambitions. Our aim is that all students should leave the school as highly qualified, confident and articulate young adults.

At the school we believe that outstanding teaching and learning is underpinned by a key core value and commitment to equality and diversity. Equal access of opportunity is a priority at Mulberry Woodside, as is ensuring that all members of our community have a deeply enriching and supportive experience throughout their time at Woodside so that they can thrive.

We are looking for looking for exceptional support staff to join our collaborative and enthusiastic staff team. Mulberry Academy Woodside is uniquely situated at the heart of our vibrant community. We see excellence as key to changing the lives of our young people therefore we invest develop and nurture all of our staff.

Working at MAW is fast-paced, challenging and exciting; offering an inspiring environment and an array of fantastic opportunities. Our staff and students work closely together to achieve their best making the academy a rewarding and fulfilling place of work. All our staff are highly valued and recognised for the important part they play in the success of our academy. We pride ourselves on the outstanding provision for staff as well as students.

We are at an exciting time in our development and we are looking to appoint an exceptional **RECEPTIONIST** to join our team in September 2025. This is an excellent opportunity for either an ECT or someone wishing to further develop their career.

We offer:

Commitment to professional development within school and through our network of schools

Collaborative leadership at both department and senior level

Excellent support and guidance for ECTs

Excellent career development

A commitment to staff wellbeing and reducing unnecessary workload.

A convenient location in Wood Green, with excellent transport links (Piccadilly Line).

The successful candidate will:

- Have a strong track record within their area.
- Be knowledgeable about their position.
- Promote the ethos and values of the school.
- Have the right to work in the UK.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

Interview will take place as soon as applications have been received and reviewed on a rolling basis.

For further information and an application pack please go to our website:

If you have any queries or questions, please contact hr@woodsidehighschool.co.uk, or 0208 829 2523.

Applications must be made by application form. Please do not send a CV. It will not be accepted.

We want the best staff and we know that means a diverse staff in our Trust.

Mulberry Schools Trust are dedicated to equality and valuing diversity and are committed to being an equal opportunities employer and actively encourage people from a wide variety of backgrounds, experience and skills to join us and influence and develop our working practice. We particularly encourage applications from Black and global majority people, and candidates who are disabled. All candidates who are disabled and who demonstrate that they meet the shortlisting criteria will be invited for an interview, in line with the Equality Act 2010.

We welcome applicants to inform us if you need any particular adjustments, arrangements or access needs as part of the recruitment process. We are also able to provide a large font print job pack, BSL interpreters, and can arrange for audio versions of our job pack on request. We will also accommodate alternative application methods should they be requested.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require a satisfactory Enhanced DBS clearance and will be a condition of your employment with us. Candidates who are selected for interview will be informed following the shortlisting process and full details of the interview will be provided in advance. We will seek references on all shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

We welcome your application.