



Together we **Exceed**

Receptionist / Administrator – Harden Primary School

15 hours per week (8.30am – 11.30am) Term Time Only

Band 5, NJC4 £18,933 to NJC6 £19,698, Full Time Equivalent

(Actual salary £6,401 - £6,660)

An opportunity has arisen for an experienced **Receptionist / Administrator** to join Harden Primary School, part of Exceed Academies Trust.

At Harden Primary School we aim to make each child's Primary school days exciting and rewarding so that they look forward to each new school day, and build a love of learning and discovery that will last all their lives. Working in partnership with you, we aim to make Harden Primary School a centre of excellence for our community and children.

Harden Primary School is a 1 form entry primary school that joined Exceed Academies Trust in October 2018. Exceed Academies Trust currently consists of eight academies; six primary schools, an all-through primary-to-secondary school and a multi-site alternative provision setting. The Trust has an excellent reputation within Bradford and beyond, and an outstanding track record of supporting staff in developing their careers. An exciting element of the Trust is our two Teaching Schools, as well as a SCITT and recently appointed as a Northern Teaching School Hub.

Supporting the Office Manager, you will be first point of contact for parents, pupils, staff and visitors both face to face and over the telephone. This is a varied and rewarding role, predominantly covering main reception but also providing efficient administration support, as and when directed by the Office Manager. The hours of work assigned to this post are 8.30am – 11.30am Monday to Friday however we would require some flexibility.

The successful candidate will be:

- Professional, courteous and friendly
- Well organised, self-motivated and resilient
- Able to work effectively as part of a team
- Educated to GCSE grade C or above in English & Maths or an equivalent qualification
- Have knowledge of SIMs and SIMs reporting

We offer:

- A dedicated, professional and experienced staff team
- Enthusiastic, confident and well behaved children
- An opportunity to work in a school which is at least good in all areas
- The chance to further your professional career with a leading Multi Academy Trust
- Access to free support via our Employee Assistance Programme

Recruitment process

Exceed Academies Trust believes in equal opportunities for all staff. As part of that commitment, all vacancies will be advertised and filled through a transparent recruitment and selection process.

For an informal discussion regarding this opportunity, please contact Nadia Connor, Office Manager on 01535 273847 or nadia.connor@hardenprimaryacademy.co.uk

Further details about our Trust can also be found on our website www.exceedacademiestrust.co.uk

Application packs can be downloaded from the Trust's website www.exceedacademiestrust.co.uk

Closing date: 01 November at 9.00am

Interviews: 17 November 2021

*Internal applicants should complete an expression of interest, detailing the experience they have gained which makes them suitable for the position. External candidates should complete a full application form by the closing date in order for their application to be considered. **CVs will not be accepted.***

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an enhanced DBS check.

