

Advert	Receptionist (ASBA) Advert
Ref Number	MKS28/21
Date Posted	27 th July 2022
Salary & Hours	Scale 4 - £12.47 to £13.15 per hour Hours: 17:00 to 21:00 Term-time only (including inset days), or year round with annual leave entitlement. We are particularly interested in hearing from candidates that can work evenings / weekends.
Location	Marjory Kinnon School, London Borough of Hounslow
Job Title	Receptionist
Banner Line	Be awesome. Be you. Help our workforce excel.
Summary	The role will see you support a wide range of administrative processes as part of our Support Services Team, within an SEND School.
Job Description	<p>We believe that through our learning, work and play we can nurture, challenge and inspire each other to achieve our full potential. As a new and expanding purpose built SEND school, we have fantastic opportunities for people to use their knowledge to support our people, their passion to change lives and their enthusiasm to inspire.</p> <p>You will help administer day to day processes and tasks as part of our schools support services team.</p> <p>As a member of our Support Services Team you will bring with you a positive attitude and a desire to challenge yourself to develop your abilities. We are seeking a dutiful team member with experience and confidence to deliver administration processes that ensure the school meets its educational aims effectively and efficiently. You will relish working in collaboration with others and have an eye for detail.</p> <p><i>What You'll Be Doing:</i></p> <p><u>You'll be making a difference!</u> As part of our happy and committed Support Services Team, you'll help to support our 200 strong workforce to deliver outstanding education outcomes to our pupils, all of whom have a diagnosis of Autism or Complex Needs. You will help change their lives.</p> <p><u>You'll grow our school!</u> The role of a school as the heart of the community is more important than ever before. Part of your role will be to support weekend and evening openings to offer key services to pupils, parents and the wider community.</p> <p><u>You'll be developing your career!</u> Our extensive CPD programme and supportive leadership team will take you to the next level and help you develop your career into what you want it to be. We want you to be happy and to be the best version of yourself that you can be – we will help you to reach your goal.</p> <p><u>You'll relish your time at work and have the work-life balance to enjoy your time at home!</u> We take our staff wellbeing seriously. Our staff team is welcoming and professional and we believe that you will find the school a great environment to work in.</p> <p><i>About you:</i></p> <ul style="list-style-type: none"> You'll be awesome.

	<ul style="list-style-type: none"> • You'll unashamedly be a people person. • You'll want to have purpose in your work life and want to make a difference in the world. • You'll have a passion for supporting those that teach children with additional educational needs and be motivated by the challenges that holds. • You'll have excellent IT, literacy and numeracy skills. • You'll be a team player, be self-reflective and want to take responsibility for your own work and that of your team. • You'll have determination and be willing to go the extra mile in order to deliver for our pupils and our entire workforce. <p><i>It's not just a job, it's a career – the benefits we offer you:</i></p> <ul style="list-style-type: none"> • Extensive CPD training which provides a range of tailored and bespoke CPD opportunities for all. • A well-resourced and enjoyable working environment. • Highly competitive salaries and pay progression – as a growing school there will be a number of opportunities over the next few years for staff that wish to progress. • A supportive leadership team who are engaged in your professional development and success. • Employee Assistance Programme (counselling, information and support). • Well-being and medical support. • Generous LBH Pension Scheme (employer contribution 21.54%). • Excellent transport links with Hatton Cross Station and Feltham Station close by. <p><i>You can find much more about us on our website</i> www.marjorykinnonschool.co.uk</p> <p>All the forms you need to make your application are available on our website vacancies page.</p> <p>If you have any queries relating to this opportunity please contact HR on hr@marjorykinnon.hounslow.sch.uk</p>
Safeguarding	Marjory Kinnon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment. All applicants will be subject to DBS checks.
Dates	Closing date: Monday 22 nd August 2022 at 12 noon Shortlisting will take place as applications are received. Interview details will be confirmed with shortlisted candidates.