



GREAT LEARNERS TRUST

BASED AT BEARBROOK COMBINED SCHOOL

ADVERTISEMENT FOR THE ROLE OF SCHOOL RECEPTIONIST

37.5 hrs per week (term time only) + 2 Inset Days

Bucks Pay Range 2 (£24,879 - £26, 961 FTE)

Bearbrook Combined School is a vibrant, friendly, and exciting school at the heart of a diverse community in Aylesbury. Our school's vision is to empower all to achieve and flourish on their journey to outstanding. This is an excellent opportunity for a team player to make a real difference to our school's community!

Ofsted December 2023: 'Everyone is welcomed with a huge smile at Bearbrook' and 'Staff, including those new to their career, are proud to work at Bearbrook. They are well supported by leaders within the school and trust. Staff speak positively about leaders prioritising the mental health and well-being of both staff and pupils'.

THIS OPPORTUNITY:

We are looking for a dynamic and inspirational School Receptionist to join the Bearbrook office team. We are looking for team players who understand the importance of building positive relationships with pupils, staff and parents.

WE ARE LOOKING FOR A PERSON WHO:

- Thrives professionally as part of a strong team.
- Has a great sense of humour
- Is incredibly flexible, and ambitious for the school
- Can motivate and support staff and our community by example and with good humour
- Is committed to team work and maintaining high standards
- Are confident and competent in using MIS systems – we use Arbor.
- Has energy, enthusiasm and a growth mindset.
- Is self-motivated, proactive, and well-organised.
- Sustains our nurturing environment, where staff and children's well-being and mental health is a priority.
- Is committed to sharing and championing our school vision and values.

SALARY:

Bucks Pay Range 2 - £20,851 - £22,596 Approx. actual salary

WORKING PATTERN:

The role is 37.5 hours a week. Working pattern would be 8.00am – 4.00pm Monday to Friday.

LOCATION

The role will be based at Bearbrook Combined School.

APPLICATION DETAILS:

If you would like to discuss this role, please contact Claire Bridges on 01296 488331 or email claire.bridges@bcsglt.co.uk

<https://www.bearbrookschooel.co.uk/vacancies/>

Closing date: 12th July 2024

Interview date: TBC.

Start Date: 1st September 2024

Please note applications will be considered on arrival, and candidates may be contacted for interview before the closing date.

In joining the Great Learners Trust, you will benefit from being a part of a dynamic and forward-thinking Multi-Academy Trust. We pride ourselves on offering high quality CPD opportunities and support structures to enable rapid career development.

Statement of Equality

The Great Learners Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. Applications are invited from all members of the community. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors, and former staff members.

Safeguarding

Bearbrook Combined School and The Great Learners Trust are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

**The Great Learners Trust believes that every child can be a great learner –
it is our job to make that happen!**