



SCHOOL RECEPTIONIST

Grade D.3/4 (£22,737pa - £23,114 fte)

(38 weeks per year plus 5 training days)

Monday – Thursday 9am to 4.30pm (Fridays 4pm finish)

Thomas Becket Catholic School, Kettering Road, Northampton NN3 6HT Start

Date: June/July 2024

“CHRIST’S LOVE IS OUR FOUNDATION”

Our Lady Immaculate Catholic Academies Trust is a large Catholic Multi Academy Trust situated in the northern half of the Catholic Diocese of Northampton formed by the merger of three former Catholic Trusts in February 2020. The Trust currently leads and manages ten Catholic primary schools located across the geographical area of Northamptonshire and Bedfordshire and, two Catholic secondary schools – Thomas Becket in Northampton and St Thomas More in Bedford.

Thomas Becket Catholic School is a successful, comprehensive 11-18 secondary school in Northampton. We are committed to continuous improvement and driving up standards of attainment and we are ambitious for our students and our staff. We are a Catholic, learning, listening school where it is not enough that children know they are loved, we show them. We are looking to recruit a confident Receptionist, with school experience desirable, to join our amazing Admin Team.

Do you want to work in a school that has been rated “**GOOD**” in all areas in November 2022, but also ...

- That has undergone rapid change?
- Where the culture and ethos of the school is not just a fancy poster in reception, but something that we live and breathe every day?
- That values staff input, feedback and collaboration as the school moves on our mission to excellence.
- That provides staff CPD to develop their practice and skills both internally but also recognised national qualifications?
- That prioritises a ‘Knowledge Rich’ curricular approach, valuing the importance of a curriculum accessible to all?

If your answer to the above questions is a yes, you could be just who we are looking for!

Further information about the school can be viewed on the school website www.thomasbecket.org.uk or on the Trust website www.olicatschools.org. Please apply via <https://www.mynewterm.com>

CLOSING DATE: 11th July 2024 **INTERVIEW DATE: week commencing Monday 15th July 2024**

All staff uphold the core values and Catholic ethos of the school. All appointments are subject to an enhanced DBS clearance in line with our Safer Recruitment Policy.

