



RECEPTIONIST

**ALT Grade D: £24,598 - £25,183 FTE or £20,757 – £21,251 Pro Rata
(depending on experience)**

This is a permanent position offered on a part-time basis, working term time including 2 training days in September at the start of the academic year = 38.4 weeks

Working hours are 37 per week - 8:30am to 4:30pm Monday to Thursday, 8:30am to 4:00pm Friday

We are seeking to appoint an enthusiastic and experienced administrator, highly organised with a great attention to detail. Working as part of a team, you will have excellent interpersonal and communication skills. Having the ability to prioritise your workload on a busy reception is essential.

Cromwell Community College, a member of the Active Learning Trust, is a good, oversubscribed school which aspires to be outstanding. In 2020 we became the first all-through school (4-18) in Cambridgeshire and currently have EYFS, Year 1 to Year 4 in our primary phase, a full secondary phase and sixth form. We have a vibrant, modern learning environment enabling students to flourish academically and socially. Our central ethos of care, respect for the needs of others, courtesy and a warm community feel provides an atmosphere where our students can make the very best of their talents to achieve success and are inspired to fulfil their potential.

Reporting to the Office Manager, you will ensure the effective operation of a busy and welcoming reception point for all visitors to the College, both face-to-face and on the telephone, giving information and directions to assist them adequately in the purpose of their visit whilst following our safeguarding procedures at all times. All incoming emails to the Office inbox will be monitored, responded to, and dealt with appropriately. You will support other members of the Admin Team to provide a responsive and integrated service to students, staff and visitors, including administrative duties and assisting with First Aid if required.

We can offer you an excellent opportunity for career progression both within the college, and the Trust, as well as a supportive professional environment with a highly visible and ambitious leadership team.

The Active Learning Trust is a family of primary, secondary and special schools based across Suffolk and Cambridgeshire. Since our creation in 2012 we have worked successfully in partnership with our schools to ensure the very best outcomes for every child and young person who we have the privilege to teach. At the heart of our Trust are the dedicated teams of teaching and support staff based in our schools, supported by the leadership and expertise of our Central Team. To find out more about The Active Learning Trust please visit www.activelearningtrust.org

The Academy and the Trust are committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All appointments will be subject to the taking of satisfactory references and enhanced criminal record clearance in line with the need to create and maintain a safe culture in our recruitment.

In line with our commitment to safeguarding and promoting the welfare of our students, appointment will be subject to DBS check and satisfactory references.

Applicants are thanked for their interest in Cromwell Community College.
We are unable to accept CVs.

Full details and applications available from:

Mrs C Buckle, Human Resources Manager, Cromwell Community College, Wenny Road, Chatteris, Cambs, PE16 6UU.

Tel: 01354 692193

Email: cbuckle@cromwell.cambs.sch.uk

Application pack available online at:

Cromwell Community College - Vacancies (cromwellcc.org.uk)

Closing date: Monday 29 July, 2024 at 12.00 noon

We only accept applications submitted online via MyNewTerm, our chosen applicant tracking system, and which are completed before the closing deadline. Active Learning Trust reserves the right to interview and appoint prior to the advert closing date. With this in mind, we encourage you to apply as soon as possible.