



Central Learning Partnership Trust
JOB ADVERT

Receptionist – Thorneloe Road
Fixed Term Position to cover maternity
Scale CLPT04 Scale point CLPT04 to CLPT06 (£24,404 to £25,183)
Actual salary: CLPT 04 (£20,991)
Term Time only + 5 TED days, 37 hours per week
Expected contract start date: January 25

Riversides School requires a Receptionist at our Thorneloe Road site to cover maternity leave. A Fixed Term contract will be issued until the end of the maternity leave or earlier should the employee return early.

Riversides School is part of Central Learning Partnership Trust (CLPT) a multi academy trust. CLPT is committed to safeguarding and promoting the welfare of pupils and expects all staff to share this commitment. The appointment is subject to satisfactory completion of the safeguarding vetting process. The safeguarding duties of the post is as per the job description and personal specification. CLPT is an equal opportunity employer.

Rehabilitation of Offenders Act 1974

All posts will be subject to an enhanced criminal record check from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands, final warnings and convictions, including 'spent convictions' under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 2001. Failure to disclose information concerning such convictions in your application for this post may lead to dismissal or disciplinary action by Governors or LA. Any information given will be treated in strict confidence and will be considered only in relation to your application for this post.

If the post for which you are applying requires such a disclosure this will be indicated on the supporting information that you have received with this form. Any disclosure will be required only if you are selected as the most suitable applicant for the post. The Academy also reserves the right to contact previous employers of the successful candidate prior to appointment to confirm employment history.

Visits to the school can be arranged by calling the office 01905 21261.

Closing date for applications: Midday: Wednesday 8th January 2025

Interview date: TBC

For an application pack please visit

www.mynewterm.com or www.riversidesschool.co.uk