



Weekend Receptionist – Term Time Only

Grade 2 (Actual salary £4,732 - £4,877)

13 hours per week (Saturday & Sunday 9am – 3.30pm)

Required as soon as possible

We are seeking to appoint an enthusiastic and suitably experienced person to be the first point of contact for our Academy over the weekend. You will need to be able to relate well to staff, students, parents and visitors and work on your own initiative.

We are looking for someone who is organised, able to multi task and has a 'can do' approach.

If you would like to find out more please contact: Donna Last dlast@egacademy.org.uk or Tracy Willis twillis@egacademy.org.uk

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

www.egacademy.org.uk or **www.sidneystingertrust.org.uk**

Please return completed application forms to Suki Bains – sbains.staff@sidneystingeracademy.org.uk [No hard copies to be sent in the post please].

Closing date: Friday 12th January 2018, 12 noon

Interview date to be confirmed.

The MAT promotes the safety and well-being of all young people and site users, and will require the successful candidate to undergo Police Clearance.

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointments to this post will be conditional upon the receipt of a satisfactory response to a check of police records via the DBS and this school is committed to safe guarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.