

## Receptionist

### Bower Park Academy

Required for an immediate start  
35 hours per week, 41 weeks per year

Salary: £23,737 - £25,202 per annum  
Grade 3 Spinal Point 5-9  
FTE: £27,030 - £28,698  
(Inclusive of Outer London Weighting)

### Inspire and be Inspired

Our mission is to ‘inspire learners and change lives’ – and that includes our staff. We want to empower our teams so pupils are ready to be kind, confident and impactful world citizens. To help us, we wish to appoint an exceptional, dynamic Receptionist to join a thriving department, with a strong team who work collaboratively together.

The successful candidate will be part of the administration team responsible for the efficient and effective organisation and administration of school processes, procedures and policies, delivering the best possible service to all stakeholders.

As a part of this role there is a requirement to undertake a course in First Aid which upon successful completion, will entitle you to an additional allowance of £1,500 pro rata per annum.

In return, we offer:

- High quality professional development
- Supportive and friendly colleagues
- Flexible working opportunities
- Staff assistance programme including virtual GP appointments, counselling service, legal services
- Access to the Local Government Pension Scheme (LGPS)
- Cycle to work scheme

### Applications

Please complete and return applications to Lisa Wellard, HR Officer at [hr@elatschools.co.uk](mailto:hr@elatschools.co.uk) by 4pm on Friday 12<sup>th</sup> April 2023. Interviews are scheduled to take place Tuesday 23<sup>rd</sup> April. Please note, that the Trust reserves the right to interview prior to the deadline date.

The Empower Learning Academy Trust is an Equal Opportunities Employer that is committed to safer recruitment. All applicants must be prepared to undergo screening to confirm their suitability to work with children.

For further information about this role, please contact Mrs G Mann via [manng@elatschools.co.uk](mailto:manng@elatschools.co.uk).