

## **Outwood Academy City**

### **Receptionist**

**37 hours x 39 weeks**

Required to start as soon as possible

Salary Grade 2 SCP 8 to 12 - £15,246 to £16,123 (pro rata)

Actual salary £13,040.77 to £13,790.91

**Outwood Grange Academies Trust seeks applications from outstanding applicants with integrity, imagination and energy for this rewarding role.**

Serving the city of Sheffield, Outwood Academy City was constructed in 2011 with state-of-the-art facilities and joined Outwood Grange Academies Trust three years later. Prior to achieving Academy status, just 43% of students achieved five GCSEs at Grade A\* to C, including English and Maths; Students achieving English and Maths A\* to C combined over the last 2 years has been 69% and 68% with a progress 8 score well above the national average. In 2017, almost 70% of students passed both the new GCSEs in English and Maths. The academy is popular and numbers on role are increasing significantly year on year. We have a talented team of staff, who are committed to improving the life chances of all students irrespective of their background or starting points. If you believe in raising standards and transforming lives then this is the post for you.

Outwood Academy City is seeking to appoint a Receptionist. Reporting to the Personal Assistant to the Principal, the successful candidate will join a very busy team providing whole school administrative support.

Candidates should have excellent communication skills, be organised and able to remain calm in a busy environment. Strong IT skills specifically in Microsoft Office are essential. Training will be provided on our management information system. The successful candidate will be a team player with a proactive approach to work. Owing to the nature of the role, an ability to relate to the Academy's students is crucial. The successful candidate will be an active member of the Academy's first aid team; training will be provided.

Job share may be considered. We are looking for the successful candidate/s to start as soon as possible.

**To apply for the post please go to [www.recruitment.outwood.com](http://www.recruitment.outwood.com) and complete the online application form. CVs will not be accepted.**

For more information regarding the post or to arrange a visit, please contact Sara Louise Peasant, Personal Assistant to Andrew Downing, by email to [S.Peasant@city.outwood.com](mailto:S.Peasant@city.outwood.com) or on 0114 2358120.

Closing date: Wednesday, 20<sup>th</sup> September 2017

Interview date: Monday, 25<sup>th</sup> September 2017

*We are committed to safeguarding and promoting the welfare of our students. All offers of employment will be subject to enhanced DBS Checks.*