

Receptionist/Administrator

Excelsior Academy
Newcastle upon Tyne
NE15 6AF

37 hours per week

Term Time Only + 10 additional days

Salary: FTE £23,151 - £23,893 (Actual £21,281 - £21,963) Point 4-6

Permanent

(Prior Applicants Should Not Apply)

The Trustees are seeking to appoint a Receptionist/Administrator as soon as possible, for Excelsior Academy.

The successful candidate will work as part of an established team in a very busy office environment and will be the welcoming face of the Academy and the first point of contact for parents, pupils, visitors and staff. You will play a crucial role in the day-to-day life of the Academy by providing a wide range of administrative and front of house support. The person appointed must demonstrate excellent communication, organisational and administrative skills, whilst being confident in their own IT skills. In addition, the person appointed will be able to work proactively and independently whilst being flexible and adaptable to the needs of the role.

Excelsior Academy was opened in 2008 and became the first All Through school in Newcastle, offering education to pupils from 3 to 19 years of age. Excelsior serves one of the most challenging communities both in the region and nationally. All pupils in our primary, secondary and sixth form provision have access to the same high-quality teaching, exceptional facilities and fabulous resources. Our purpose-built building provides excellent facilities for the 1500+ pupils who study here. Approximately 200 pupils attend our primary school, 1100 in the secondary phase and 180 in the sixth form. We are a popular choice for our local community and are now oversubscribed in most year groups.

Excelsior is part of the Laidlaw Schools Trust (LST) established by our patron, Lord Laidlaw of Rothiemay, in 2008. LST prides itself on being a progressive, inclusive trust that supports every child to develop their talents whatever they may be. LST academies enjoy strong support from an experienced central team and every school shares the LST core values; ambitious, brave, curious, determined, extraordinary, fast and good. The Trust hosts one of the national Behaviour Hubs and has strong central resources linked to safeguarding and a Trust School Improvement Team.

Further details and an application pack can be downloaded from the Careers section on the Laidlaw Schools Trust website

<https://www.laidlaw-school-trust.co.uk/72/vacancies-1> or on the Excelsior Academy website <https://excelsior.laidlaw-school-trust.co.uk/>.

If you wish to have an informal discussion about this post please contact Julia Mardling - julia.mardling@excelsiornewcastle.org.uk

Closing Date: Wednesday 24th April at 9:00am

Candidates who have not been contacted by Friday 26th April can assume they have been unsuccessful.

Interviews will take place: Week commencing 29th April 2024

Applications should be returned to:

exahr@excelsiornewcastle.org.uk

Start Date: As soon as possible

Please note that we do not accept CVs.

We are an equal opportunities employer strongly committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be able to demonstrate their commitment to children's safeguarding. All successful appointments will be subject to an Enhanced Disclosure and Barring Service check and a range of other pre-employment recruitment checks.

An online search will be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education. This search does not form part of the shortlisting process and candidates will have the chance to discuss any issues of concern that may arise during this search at interview.