



# OAKWOOD ACADEMY

## Office Receptionist

**Employer:** Oakwood Academy, Visual Arts, Technology and Sports College  
**Location:** Chatsworth Road, Ellesmere Park, Eccles, Manchester M30 9DY  
**Salary:** Grade E  
**Salary Grade:** Pt 11 – 19 £17,007  
**Working Pattern:** Term Time (44.7 weeks)  
**Working Hours:** 36 Hours term time only  
**Contract Type:** A permanent contract will be offered after completing a successful 6 month probationary period.  
**Job Type:** Administration  
**Closing date:** Friday 14<sup>th</sup> December 2018 at 12.00 noon.  
**Interview Date:** . TBC  
**Email completed applications to:** [arose@oakwoodacademy.co.uk](mailto:arose@oakwoodacademy.co.uk)

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Oakwood Academy is an Outstanding Specialist Arts, Technology and Sports College based in Ellesmere Park Eccles for pupils with MLD and CLD. We have an exceptional record of success with our pupils and maintain very high standards.

We are seeking to appoint a committed and enthusiastic receptionist to join our highly motivated administration team as soon as possible.

Previous experience in working in a school or busy office is desirable.

Applicants will be expected to have good Numeracy and Literacy skills, spoken and written.

You must have a caring, positive and flexible attitude with a willingness to work as part of a team, the ability to use your own initiative and to work without supervision.

Short listed applicants will be contacted and invited into school to attend an interview.

The School is committed to safeguarding and promoting the welfare of children. This post is subject to a satisfactory reference history, Disclosure & Barring Service (DBS) check (previously CRB check), medical clearance, evidence of essential qualifications and proof of legal working in accordance with the Asylum and Immigration Act 1996.