



# KIRKLEATHAM • HALL • SCHOOL



*Special help for children with learning difficulties*  
Kirkleatham Village, Near Redcar, TS10 4QR  
Telephone: (01642) 483009 Fax: (01642) 480054  
E-mail: kirkleathamhallschool@khs.rac.sch.uk  
Website: kirkleathamhallschool.org.uk  
Headteacher: Karen Robson

**Job Title:** Administrator / Receptionist  
**Grade:** C (Points 14 - 16) 37 hours, Term Time Only plus 1 week  
**Pro-rata Actual Salary:** £14,563 to £15,116

**To commence as soon as possible.**

Kirkleatham Hall School is a very successful, all age special school situated within the delightful and historical village of Kirkleatham in Redcar.

Kirkleatham is a school that "Buzzes with a positive ethos. The Senior Leadership Team, including the Governors, are driven to make Kirkleatham Hall the very best it can be for all pupils. Excellent relationships and consistent behaviour management across the school result in pupils' outstanding behaviour" (Ofsted 2013).

Following the current post holder securing a promoted post, we are looking to recruit to the role of Administrator / Receptionist, who can contribute to the successful running of our school, within the dedicated administrative team. This is a crucial role as the successful candidate will inevitably be the "gatekeeper" and "face of the school" to the majority of communications between school, professionals, governors, visitors and parents.

The successful candidate will undertake: reception duties, answering telephone enquiries, taking detailed messages, word processing, general clerical work, printing and photocopying, and other ICT based tasks. Other regular duties will include taking a lead on meeting and greeting visitors to the school with appropriate vetting and supervision protocols. Good computer skills are essential, with knowledge of SIMS desirable.

Applicants need to be committed to the safeguarding and well-being of children and the overall vision, values and ethos of the school.

Applicants also need to:

- Demonstrate good clerical skills and be able to work on own initiative, whilst working as part of a team;



- Be professional and organised at all times to meet the needs of the reception area;
- Have polite, friendly manner and be courteous at all times in and around the reception area and when on the telephone;
- Be able to work under pressure and prioritise duties;
- Be computer literate and have good literacy skills;
- Have a high level of competence in administrative tasks along with word processing and data input skills;
- Be calm, care and sympathetic to the needs of the children, their families and the wider community who come into contact with the school;
- Have the ability to form good relationships with colleagues, governors, parents and visitors to the school.

We will provide you with:

- Exceptional support and CPD
- The opportunity to become part of a highly motivated staff team, working within a very successful and positive environment
- Wonderful children who are happy and motivated to learn

Kirkleatham Hall School is committed to safeguarding and promoting the welfare of children/young people and vulnerable adults. We expect all staff and volunteers to share this commitment and an enhanced DBS certificate will be sought along with other relevant employment checks.

Visits to the school are strongly recommended and warmly welcomed. Please contact School to arrange this.

If you think you have the ambition, ability, and desire to work in this happy, successful school we would welcome your application.

**CLOSING DATE - 25<sup>th</sup> May 2017 at 12 noon**

**(Application is by application form only. Due to the expected number of applications only successful applicants will be contacted)**