

## Receptionist

### Permanent Position

35 hours per week, term time only plus 3 additional days to be worked on INSET days

Salary, Grade 5: £16,781 – £17,772 per annum  
Actual Gross Annual Salary: £13,428 - £14,221

The Cherwell  
School



A Centre of Opportunity

We are seeking to appoint an enthusiastic and hard working Receptionist to work in our School Administration Team. The appointed colleague must have good customer service skills, office experience and ideally a familiarity with SIMS, although we anticipate that training may be required for whoever is appointed. This is an excellent opportunity and should you wish to be part of our future we welcome your application.

The Cherwell School is a high performing and oversubscribed comprehensive school in Oxford (1890 students on roll, including 540 in the Sixth Form). We achieved GCSE progress results in the top 10% of all schools in 2016. We are pleased that we hold an 'Outstanding' rating by Ofsted as we feel this is a fair reflection of the school, not least as we recognise that we have the capacity to develop and improve further. We consider ourselves to be 'A Centre of Opportunity' and we aim to make this a deeper reality for all of our students and staff in the years to come. Our aims are supported by our designation as a National Teaching School and by a number of school awards including Investors in People certification, the International Schools Award and the Inclusion Quality Mark. We are committed to the professional learning and career development of our staff and are a School Centred Initial Teacher Training provider as well as a lead National Teaching School within the Oxfordshire Teaching Schools Alliance. We take a lead role in the initial training and professional development of teachers and support staff, and work with other schools to contribute to the raising of standards.

To find out more about the school and to download the Job Description, Person Specification and Application Form for this role please visit our website: [www.cherwell.oxon.sch.uk](http://www.cherwell.oxon.sch.uk). For further information about the post please contact Mary Maguire, HR Administrator on [recruitment@cherwell.oxon.sch.uk](mailto:recruitment@cherwell.oxon.sch.uk) or 01865 518257.

To apply for this post, please submit a completed application form (available on our website) along with a cover letter of no more than one side of A4 to [recruitment@cherwell.oxon.sch.uk](mailto:recruitment@cherwell.oxon.sch.uk). Please note we cannot accept CV's.

**The closing date for applications is Friday 17<sup>th</sup> November 2017 at 9am**

**Interviews will be held on Wednesday 22<sup>nd</sup> November 2017**

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The Cherwell School is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

*The Cherwell School is an academy managed by The River Learning Trust, which is an exempt charity and a company limited by guarantee, registered in England and Wales with a registered company number 7966500. Registered Office: The Cherwell School, Marston Ferry Road, OXFORD OX2 7EE United Kingdom*