



The STAR

MULTI ACADEMY TRUST

CEO: Ian Yapp B.Sc. (Hons)

PART TIME RECEPTIONIST/ADMINISTRATOR
30 Hours Per Week (8.30 am – 3.30pm Monday-Friday)
Term Time Only
Salary Grade C

Part Time Receptionist/Administrator

Salary - £12,621.39 - £13,131.15 pro rata.

Part time (30 Hours per Week (0830-1530 Monday-Friday))

Permanent Position

We are seeking to appoint a Receptionist / Administrator, from September, at Sherburn Hungate Primary School, to provide an effective and efficient support service to the school. The role will be varied and require a flexibility of approach. Good communication and organisational skills are essential for the post.

Working within the busy environment of the school office, the role will include managing the front of house for the school, providing a reception/administrative service, where excellent organisational skills are essential to cope with the demands of having to deal with a variety of tasks.

We offer an extensive range of opportunities, incentives and benefits to our staff including:

- Contributory pension scheme with the Local Government Pension Scheme (LGPS);
- Access to STAR MAT's employee benefits website with discounts on retailers, holidays, days out, etc.;
- Access to our Employee Assistance helpline for free and confidential advice;
- Training and development opportunities.

If you are interested in this role, please complete our online application form <https://bit.ly/STARSupportApp> by 1200 on Wednesday 29th June 2022. For an opportunity to discuss this role, please contact Julie Carter on 01977 682434.

The STAR MAT is committed to equality, and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.

If you require assistance in applying for this position, please contact us on 01977 682434