

Bentley Wood High School

Receptionist (H3)

**36 hours per week, term-time only plus 1 week
(Full time equivalent range £22,185 to £22,585)**

We are seeking to appoint a Receptionist who will be a valuable member of the school's Business Services Team. This person will be the first port of call for contact to the school. This will include attending to students, parents, teaching and support staff, governors and all other visitors to the school. It is essential that they are proficient in the use of MS Word and Excel.

Candidates must enjoy working as part of a team, be able to work under pressure, be attentive to detail, have good communication skills both face to face and over the telephone and preferably be conversant with SIMS and website management.

Note: The job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

The School is committed to safeguarding and promoting the welfare of children and safeguarding checks will be undertaken prior to appointment. This role involves engaging in regulated activity relevant to children and all staff have safeguarding responsibilities.

What we offer:

- An outstanding track record at GCSE and A level
- Students who actively engage in lessons and have excellent attitudes to learning
- A team of colleagues who support each other
- Professional development through the Harrow Collegiate Alliance
- Mindfulness and wellbeing activities each week along with staff sports and clubs
- One of the best sites in London, located on the greenbelt next to Bentley Priory and set in 27 acres of woodland and fields, providing an exceptional learning environment

In what has been an unprecedented year for schools and education, Bentley Wood High School are proud that our students have achieved such excellent results and gained places at a range of prestigious universities

"Outstanding teaching stimulates the students' passion, igniting their enthusiasm and interests for learning. Students' behaviour around the school and their attitudes to learning in lessons are exemplary" Ofsted **Outstanding**.

Closing date: Noon 17 November 2021

Please complete a support staff application form (available on the school website) with a letter of application outlining why you would like this role, what you would bring to it and how your skills and experience match the demands of the post.

For any additional details please contact the Headteacher, Dr Janice Howkins, Clamp Hill, Stanmore, Middlesex, HA7 3JW, 020 8954 3623 or recruitment@bentleywood.harrow.sch.uk.