

Silverdale School is an extremely popular and high-achieving 11-18 comprehensive in the south west of Sheffield and is now the founding school of Chorus Education Trust. The school is rated as 'Outstanding' (Ofsted 2014) and achieved the best GCSE results in 2018 of any state school in Sheffield. At Post 16 the progress students make places Silverdale in the top 5% of schools nationally. At its heart is one of the country's largest Teaching Schools, the Sheffield Teaching School Alliance. Silverdale moved into a brand new building in January 2009 with a full complement of facilities.

Silverdale School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

Student Receptionist

**Grade 3 - SCP 5-6
(£18,795 - £19,171) pro rata**

37 hours per week/39 weeks per year

Temporary for up to one Academic Term starting September 2019

We require a temporary Student Receptionist to work within our busy administrative team, providing a professional, efficient and effective reception service for students, parents, staff and visitors.

Responsibilities will include general reception and admin duties, acting as a first point of contact for general queries and administering first aid. The ideal candidate will be calm, organised, friendly and student focused as this is a key 'front of house' role.

Interested applicants should complete an application form linking their skills and experience to the key tasks within the job description.

Applications to be sent to Carly Braid cbraid@silverdaletrust.org

**Closing date for applications – Sunday 21 July 2019
Interview to be held – Week starting 20 August 2019**

The successful candidate will be required to complete a Disclosure and Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Address: Silverdale School, Bents Crescent, Sheffield S11 9QH Tel: 0114 236 9991

Email: enquiries@silverdale.sheffield.sch.uk www.silverdale.sheffield.sch.uk