



School Administrator & Receptionist



Permanent from 1st September 2020
Grade 4 Scale Point 4 to 5
£18,426 to £18,795 pro rata
35 hrs/wk (Term Time Only)@ £9.55 to £9.74 per hour
Actual Salary £14899 to £15198

“Inspire through Creativity, Kindness and Adventure”

Are you currently an experienced receptionist or would you like a new career supporting a school? Are you looking for an exciting challenge? Would you like to work in a school which has a new Mission, Vision and Values and is striving for excellence? Do you want a role where you will be making a difference to children's lives and their future? Larkrise Primary School needs a School Administrator & Receptionist with a passion for providing a key service for our school community.

Can you work with the Larkrise team to provide an excellent environment for education? If so, we can offer the right candidate enthusiastic children, staff and committed PTA (Friends of Larkrise) and Governors. Our leaders are ambitious for the staff, children and wider school community and are committed to your continued professional development and learning.

The school is part of the growing River Learning Trust. The River Learning Trust can offer candidates exceptional opportunities for professional and personal development. We pride ourselves on supporting staff to be highly successful, recognising that success comes in a wide variety of ways, creating a culture of continual improvement where we look to provide the best possible educational experience for all our children. We currently have a number of support staff and teachers who are gaining additional qualifications. To find out more about our Trust visit <http://www.riverlearningtrust.org/recruitment/>

To find out more about this role, the schools and the Trust, please visit our website www.riverlearningtrust.org or go directly to <https://larkrise.oxon.sch.uk/our-school/vacancies/>

Application forms should be made via the TES website by following this [link](#)

Closing date: 12 Noon on Friday 17th July 2020

Interview date: Monday 20th July 2020.

The River Learning Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check. The River Learning Trust is an equal opportunity employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our schools' community.

The River Learning Trust (RLT) is a multi-academy trust responsible for a number of schools and a school centred initial teacher training provider within Oxfordshire; the schools and SCITT are united by their commitment to the principles of the trust and a common belief in the benefits of everything that is gained by working together.

- Commitment to Excellence; striving for the best educational experience
- Everyone Learning; creating and taking opportunities that enhance lives
- Respectful Relationships; acting with care, integrity, and fairness in all we do