

Receptionist/Administrator

Salary information: £24,027 (FTE)

Are you a highly organised administrator who has excellent customer service skills? Do you want a rewarding role supporting and making a difference to Mayfield's children, parents and wider community? Then this is the vacancy for you.

Overview

You will be part of a friendly cohesive front office team providing excellent administration support. Combined with this role is looking after our parents, visitors and children to make sure they receive excellent customer service at the front office. This is an exciting time to join us as we recently completed a transfer to the successful Salterns Academy Trust to become a Trust of three schools and we look forward to a period of change.

What does Mayfield have to offer

- A supportive ethos and genuine concern for wellbeing of all our employees
- A highly skilled, diverse and driven team of committed employees to work with
- Excellent CPD opportunities
- Employee Assistance Programme
- Access to an Occupational Health provider
- A genuine opportunity to make a difference to the benefit of students and their local community
- An exciting and vibrant environment in which to work
- Opportunity of career progression through being part of a Trust of 3 schools

We are looking for someone who

- Has at least **1 years' experience** in a similar role
- Highly organised and able to prioritise their workload to meet deadlines
- Has strong computer skills and literacy skills
- Previous experience using SIMs would be an advantage, but training will be provided
- Has a can do, supportive and one team work ethic
- Has a caring persona for those around them
- Takes notice of the details and observant of the little things
- Is able to work 42 weeks per year (term time, plus 3 weeks during the holidays)
- Is available to work 08.30 - 16.30 Monday to Thursday and 08.30 - 16.00 Friday (37 hours per week)

Our school

Mayfield School is at the heart of a thriving and diverse local community. We are one of the first single-site, all-through maintained schools in the country, which we believe provides us with a unique opportunity to improve and shape the lives of all students (Year R – Year 11) in our community. We strive for all students at Mayfield School to receive a high-quality education, in a safe environment where all children are valued, supported, inspired and future ready. Mayfield prides itself on the positive relationships fostered, knowing every young person as an individual and challenging each of them to have the highest possible aspirations through our ambitious and inclusive curriculum.

How to apply

Please go to our website: www.mayfield.portsmouth.sch.uk and complete the Teaching Staff Application Form, and return to recruitment.mayfield@salterns.org

Early applications are encouraged as we reserve the right to close the vacancy if a suitable candidate is found.

Further information

If you have any questions about the role or would like to arrange a tour, please contact our HR Department on 02392 693432.

Safeguarding

Mayfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

Some forms of employment, occupations and professions are exempted from the Rehabilitation of Offenders Act 1974. **Working within a School is exempted from the Rehabilitation of Offenders Act 1974.**

You are applying for a role that is eligible for an enhanced DBS check and access to the barred list and if shortlisted for interview you will be required to complete the relevant self-declaration and disclosure form and taking into account the offences that are protected or filtered declare:

- All unspent convictions and conditional cautions
- All spent convictions and adult cautions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020)
- If you have been barred from working with Children and/or Adults at risk

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

The successful candidate will then be asked to complete an application for the relevant Disclosure and Barring Service check or if subscribed to the update service provide the necessary details to allow a check to be made. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)

The filtering rules were updated on 28 November 2020 as follows:

- warnings, reprimands and youth cautions will no longer be automatically disclosed on a DBS certificate
- the multiple conviction rule has been removed, meaning that if an individual has more than one conviction, regardless of offence type or time passed, each conviction will be considered against the remaining rules individually, rather than all being automatically disclosed