

The Forge Secondary Short Stay School, Redditch

Easemore Road Redditch Worcestershire B98 8HF

01527 597936 jjarvis@theforge.worcs.sch.uk

Business Operations Administrator/Receptionist - Job Share role

Scale 2 (points 3-4) - Actual Salary £ £7848.02 this is the starting salary per annum

19. hours per week - term time only plus TED days.

12:30 – 4:30 Wednesday 08:30 – 4:30 Thursday 08:30 – 4:00 Friday

We are seeking to appoint an efficient and friendly Business Operations Administrator/Receptionist to our Business Operations Team.

You will be the first point of contact for pupils, staff and visitors to the school and responsible for creating and maintaining a welcoming environment. You will be a great communicator with excellent people skills and able to relate well to a range of audiences. You must be discreet, resilient and able to maintain your cool under pressure.

You will have excellent time management skills, be proactive and innovative.

If you think you have what we are looking for and would like to join our friendly team, we would love to hear from you.

The Forge was established in 2010 and is an amalgamation of two Worcestershire PRU's, Holyoakesfield PRU a KS3 provision, and St Mary's PRU a KS4 provision. We have strong links with our partners across Worcestershire and we now operate as one school with a dedicated team of caring professionals with expertise in engaging and transforming the lives of young people who are at risk of exclusion or have been excluded from mainstream schools.

All of our work is underpinned by three principles around the meaning of the word Forge; Resolve, Progress, Transform. Our mission is to provide outstanding education and behaviour support services to pupils at risk of exclusion or to those who have been permanently excluded.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation.

Please return completed application forms to jjarvis @theforge.worcs.sch.uk

Closing Date Monday 5th August 2019 12pm Interview Date Thursday 22nd August 2019