Kingswode Hoe School, Sussex Road, Colchester, CO3 3QJ

Tel: 01206 576408 - Website: www.kingswodehoe.com

Administrator: Visitor Receptionist & First Aid Assistant

Kingswode Hoe School is a welcoming, positive and supportive 'Good' special school environment for pupils aged 5-16 years with Moderate Learning Difficulties (MLD) and complex needs.

We encourage pupils and staff to GROW!

We are looking for a positive, well-organised and excellent communicator to cover our busy Visitor Reception desk and assist our School Support Team with First Aid and admin tasks.

The successful candidate will be:

- Able to create a positive, professional and welcoming first impression and environment for parents and visitors
- Skilled and sensitive in communication with school staff, parents and carers, external organisation and all stakeholders
- Able to work flexibly and prioritise tasks
- Able to adapt approaches and understand different points of view
- Confident, patient and capable- able to work individually as well as collaboratively

We offer you:

- Great pupils who are eager to learn
- A friendly, diverse staff team with expertise and experience in a range of areas
- Commitment to ongoing training needs with time allocated as part of working hours
- Variety- no two days are the same!
- Committed and passionate colleagues and Trust who put pupils at the heart of decision making
- Specialist facilities, high quality resources and working environment.

We are looking for someone with a pro-active, supportive and hard-working approach, able to model and develop our **GROW** ethos.

This role will involve working with our KHS School Support Team.
Our Visitor Receptionist and First Aid Assistant will need to maintain confidentiality, follow GDPR guidance and be professional in all areas of communication.

Details available from the school website.
Please get in touch if you would like to organise a visit prior to the closing date.
SEAX Trust application form must be completed - available on the school website, or on request from the school office. We cannot accept applications via CV only.

The SEAX Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment All posts are subject to satisfactory medical checks, enhanced DBS clearance and references.

Kingswode Hoe School is part of the SEAX multi-academy trust

SEAX Trust company number 07747149

KEY INFORMATION

Required for
September 2024

Scale 3 Points 5-6 (£23,500 - £23,893 salary at FTE) Actual salary from £20,418 (under 5yrs service)

37.5 hours per week, 5 days per week

39 weeks per year

Part time, term time only Monday-Friday: 8.00am-4pm

Closing date:
18 July Midday

Visits welcome - please call to discuss/arrange.

**Interviews are available immediately so we would welcome early applications which will be reviewed on an ongoing basis. We reserve the right to close this vacancy early should we receive an overwhelming response.*

What we plant today, we grow tomorrow
Kingswode Hoe School