

## Support Staff

### Reception/Admin

**Salary:** SET SET Grade 3, SCP 10-13 £18,887 - £19,265 FTE pro-rata salary £16,389 - £16,718

**Post:** Full time, permanent, 37 hours per week, 39 weeks per year (Term Time Only + 5 days)

**Start Date:** ASAP

Tottington High School is a school with a very clear vision for its future, part of the family within The Shaw Education Trust. Tottington High School is an 11-16 years mixed community high school positioned north of Bury, Greater Manchester.

We seek a highly motivated Receptionist/Administration candidate to join our team based at Tottington High School. The successful candidate will be committed to our motto of 'achieving excellence through partnership'. The successful candidate will be:

- Professional, creative, flexible, and innovative with the drive and determination to successfully contribute to improving students' life chances.
- A dedicated team player who develops excellent relationships with learners and colleagues
- An individual who communicates clear expectations, leads by example, and promotes at all times positive behaviour for learning.
- Willing to fully support and at all times uphold the policies and positive ethos of the school.
- Willing to participate in personal continued professional development.

This is a fabulous opportunity to join Tottington High School, a school within the Shaw Education Trust. Please visit our main school website to gain further information about the school. An Executive Leadership Team steeped in school leadership and improvement experience leads the Trust: [www.shaw-education.org.uk](http://www.shaw-education.org.uk). They are committed to the continued professional development of all members of staff and the sustained successful performance of all its academies.

The Shaw Education Trust offer the following benefits with your employment:

- An excellent Local Government Pension Scheme
- Generous holiday entitlement from your first day of employment (28 days holiday rising to 30 days after 5 years' service + Paid Bank Holidays)
- Access to health and wellbeing support via Occupational Health
- Cycle to work scheme
- Access to our Institute of Education and fantastic opportunities to help you **grow, contribute** and **flourish** in your role and in the Trust.

Tottington High School is dedicated to the safeguarding and wellbeing of students; all staff must share this commitment. The successful candidate will be required to undergo appropriate screening including Enhanced DBS check.

Please click on the following link to refer to SET [Safeguarding and Child Protection Policy](#)

For an informal discussion and further information about the post, please email our Headteacher, Mrs Brett: [ebrett@tottington.shaw-education.org.uk](mailto:ebrett@tottington.shaw-education.org.uk)

Further details and application forms are available from the school website:

<https://www.tottington.bury.sch.uk/current-vacancies/> or Shaw Education Website:  
<http://www.shaw-education.org.uk/careers.html>

Should you wish to apply, please return your completed application to [nraji@tottington.shaw-education.org.uk](mailto:nraji@tottington.shaw-education.org.uk)

**Closing Date:** 30<sup>th</sup> June 2022 at 9am

**Interviews:** Week Commencing 4<sup>th</sup> July 2022

We reserve the right to close this application early