



**CALTHORPE
ACADEMY**
Skills for the life we want

School Receptionist and Pastoral Support Staff

Based at Belgravia School

36.5 hours per week, term time only

Pay: Scale Points 9-15 (£25,119 - £27,803 FTE,
pro rata £21,963 - £24,310)

Calthorpe Academy caters for students aged 2 to 19. Pupils have a range of primary needs ranging from severe learning difficulties (SLD), Autistic spectrum (ASD) to profound and multiple learning difficulties (PMLD). Belgravia School, part of Calthorpe Academy, caters for our primary ASC learners.

We are seeking to appoint an enthusiastic School Receptionist and Pastoral Support Staff to be the welcoming face of Belgravia School and to assist the Head Teacher in the leadership and management of our pastoral provision, to achieve the outcomes required by Government regulations and the school policies adopted by the Board of Trustees and the Local Governing Body. We are looking for someone to develop a high quality of pastoral ethos within the Academy and provide an excellent provision for learners with SEND.

In return you will receive a competitive salary and access to the School Advisory Service for a number of services, ranging from a 24/7 GP helpline to counselling and physiotherapy. Our employees also enjoy our employee discount scheme, offering discounts on holidays, shopping, and days out. We are a diverse and enthusiastic team, looking for the right candidate to aid our mission and provide our students with the 'skills they need for the life they want.'

Calthorpe Academy has been rated 'good' by OFSTED following our inspection in October 2023.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

Application forms and details can be obtained via the web site.

Completed forms should be sent by email to vacancies@calthorpe.thrive.ac

Closing date: 12pm on Monday 8th April 2024

Interviews held the week commencing 8th April 2024

Start date: As soon as possible

*Calthorpe Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all necessary pre-employment checks, including: an enhanced DBS; Prohibition check; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work; social media checks. **If you are invited to attend an interview you will be required to declare any cautions/convictions.***