

## Receptionist

The Bridge Easton School

Salary Grade: B

Permanent Post

Actual Starting Salary - £15,166. per annum

27.5 hours per week (negotiable) / Monday – Friday (9:00am – 3:00pm)

Term Time only

From January 2024

*Are you looking for an exciting new challenge?*

*Are you friendly and welcoming?*

*Are you organised, committed and flexible?*

*Do you have drive and ambition to be the best that you can be?*

*Would you like to be part of an exciting new school community?*

### ***Then come and meet us***

The Bridge Easton is a special school for children with complex needs and/or autism. The school is based on a beautiful site in the village of Easton. As a school we will work with children, their families and other professionals within education, health, and care to support our children and young people to have a successful journey through their education. We pride ourselves on our supportive, friendly, and kind team spirit. Please do come and meet us and take a look around.

We are recruiting for:

- **Receptionist**

To view the job description, person specification and to apply for these posts, please visit the vacancies page on our school website; <https://thebridgetrust.academy>

If you wish to have an informal conversation about the position, please contact the Headteacher who will happily discuss the role in more detail - [lisa.hawkins-weeks@thebridgetrust.academy](mailto:lisa.hawkins-weeks@thebridgetrust.academy)

To apply, please click on this link to be redirected to our career page for the application form via TES Jobs – [www.tes.com/jobs/vacancy/-1953093](http://www.tes.com/jobs/vacancy/-1953093)

***The Bridge MAT is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be required to complete an enhanced DBS disclosure.***

***Please note CVs will not be accepted.***

**Closing date: Monday 4<sup>th</sup> December at 9am.**

**Interviews w/c 4<sup>th</sup> December 2023.**

***Applications will be considered on receipt – don't wait until the deadline***