

## Receptionist at Grove House School

LGS Band 2 (Range 11-16), Actual salary range £13,675.12 - £15019.95

35.45 hours per week: 8.15am – 4.00pm Monday, Tuesday, Thursday, Friday

8.15am – 4.45pm, Wednesday (45 mins lunch)

40 weeks per year, to include Inset Days and 1 week during school closure period

Required asap

Grove House School, part of the SEAX Trust, is a Special School for pupils aged 8-19 with Speech, Language and Communication Needs. The School opened in September 2015 and continues to grow towards full capacity, which will be reached in 2018.

The Receptionist will provide a highly professional first point of contact for the School and administrative support for our growing team.

This is a unique and exciting opportunity for the right candidate to help shape this newly developing school and in turn transform the life chances of young people with SLCN in Essex.

We offer a supportive team and high quality professional development to enhance your skills and confidence in working with children with Special Educational Needs.

**To apply:** Please complete and return an Application Form for Support Staff. Application Forms can be downloaded from the Grove House School website at [www.grovehouseschool.co.uk](http://www.grovehouseschool.co.uk) or please email [admin@grovehouse.essex.sch.uk](mailto:admin@grovehouse.essex.sch.uk) or telephone **01277 361498**. Applicants can also apply through the Essex Schools Jobs website at [www.essexschoolsjobs.co.uk](http://www.essexschoolsjobs.co.uk).

If you wish to visit the school, please telephone Kate Peters on 01277 361498 or email [admin@grovehouse.essex.sch.uk](mailto:admin@grovehouse.essex.sch.uk) and we will be pleased to arrange this.

**Application Deadline: Wednesday 10<sup>th</sup> January, Midday**

**Interview Date: Friday 12<sup>th</sup> January**

**Interviews to be held at Grove House School, Sawyers Hall Lane, Brentwood, Essex, CM15 9DA**

**Contact details:**

**Kate Peters, Business Support Manager**

[k.peters@grovehouse.essex.sch.uk](mailto:k.peters@grovehouse.essex.sch.uk)

**01277 361498**

Grove House is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.