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**The Dales School**

**Morton on Swale, Northallerton DL7 9QW**

**(01609 772932)**

**www.thedalesschool.org**

The Dales School currently have a vacancy: Receptionist

Grade: C/D

32.5 hours per week, working 8.30-3.30 Mon-Fri

Term time only + training days

Established Contract

Closing date: 16th June

We have an opportunity for you to join our team working at the Dales School, an Ofsted rated good special school for pupils aged 2-19, in Morton on Swale. We are looking for a proactive person to join our school who will also be sensitive to the needs of the population of the school.

Being part of the administration team, this role plays an instrumental part in the efficient day to day running of our school and is responsible for manning the school’s main reception desk assisting pupils, staff, visitors and other members of our community with their queries in a positive and supportive manner. Excellent communication skills – both written and verbal - are imperative as is the need to be reliable, diplomatic and calm. This post also requires good organisational skills, with the ability to prioritise workloads and support the leadership team, where needed.

You must respect the need for confidentiality of personal information and have knowledge of Data Protection, Equalities, Safeguarding and Health and Safety requirements of working within an office environment.

We strongly recommend that you visit our website for further information about the school.  If you require any further information about the vacancy, please contact the School Business Manager by phoning 01609 772932 or via the school contact us page ([www.thedalesschool.org](http://www.thedalesschool.org/))

*The Dales School is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.*

It is an offence to apply for the role if the applicant is barred from engaging in regulated activity with children

All applicants for posts advertised externally must complete the school’s standard application form. CVs will not be accepted as an alternative to an application form and will not be used for short-listing when submitted with an application form. The use of standard application forms ensures that a common set of core data is obtained from all applicants.

The application form will require applicants to provide:

* their personal details, current and former names, current address and national insurance number
* details of their present (or last) employment and reason for leaving
* full employment history since leaving school, including reasons for any gaps in employment
* qualifications, the awarding body and date of award
* details of referees, and
* a statement of the applicant’s personal qualities and experience and how they meet the person specification