



5 Dimensions Trust is currently advertising for the following exciting permanent opportunity to start at Shenley Brook End School

Receptionist (afternoons)

To commence ASAP

Permanent

Part-Time

Salary: Grade 3 £23,114-£23,500 pro rata, £10,842 - £11,023 actual

20 hours per week, term time plus training days (39 weeks per year)

Monday – Friday 12.30pm – 4.30pm

An excellent opportunity has arisen for a highly efficient and organised person to become the afternoon Receptionist at Shenley Brook End School. As part of the support staff team you will provide a professional reception service for the School, dealing with parents/carers, students and visitors.

The ideal candidate will: -

- Have experience within an a reception role within a secondary school or similar environment.
- Have the ability to communicate effectively and professionally with a variety of people.
- Be highly organised.
- Be a proficient IT user with the ability to work efficiently with a high degree of accuracy.
- Want to make a difference to the children in our care.

The schools within the 5 Dimensions Trust are consistently ranked amongst the highest-achieving schools in Milton Keynes. We are on a mission to make our Trust the very best place to work and study.

Employee wellbeing is a priority for 5 Dimensions Trust and we recognise that happy employees perform better and live happier and healthier lives. Professional development is of a high quality; colleagues engage in a range of CPD from in-house coaching to National Professional Qualifications. All staff identify a 5-year career pathway supporting them to grow and be the best version of themselves. Our pension scheme is generous, as is our incremental pay progression. If you would like a tour of the school prior to applying, please contact People Services on 01908 555620.

Closing Date: Monday 2nd December 2024, 9am

Interview date: TBC

To view full details and apply online, please visit: <https://mynewterm.com/jobs/136730/EDV-2024-SBES-95384> or alternatively you can contact recruitment at the address below. *The Trust reserves the right to close the application process at any stage should we receive sufficient applications.*

5 Dimensions Trust is an equal opportunities employer. *The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.*

Recruitment, 5 Dimensions Trust, Emperor Drive, Hazeley, Milton Keynes, MK8 OPT

Tel: 01908 555620

Email: recruitment@ct5d.com

Website: www.5dimensionstrust.com

CEO: Mr Tony Nelson