**Student Support Officer (Student Reception)**

Grade 4 £24,404 - £25,183 Full Time Equivalent. Pro rata salary £20,850.32 - £21,515.88

Term Time only - 38 weeks plus 2 days

37 Hours a week

Permanent position

Start Date as soon as possible

“Ashton Community Science College continues to be a Good School”. (Ofsted 2023)

We are looking to appoint a dedicated, skilled and ambitious professional to support our students throughout the school day and their school lives.

This is a vital role at the heart of the school, ensuring that students feel supported, heard, and guided throughout their day.

This is more than just a receptionist role—it’s an opportunity to make a real difference in the lives of our students. As the first point of contact for students during their school day, you will play a key role in supporting their wellbeing, boosting their confidence, and ensuring they feel valued and supported in our school community.

Our goal is to be an outstanding High School and we are seeking to appoint an enthusiastic, well qualified professional who is committed to raising standards by inspiring learners. If you believe that young people deserve nothing less than the best and have the passion, drive and ambition to make a difference, you would be a welcome addition to our school family.

The successful candidate will have:

* A passion for supporting and managing young people that goes beyond mere qualifications
* Previous experience of working with secondary age children in Education, Health or social services
* Experience of working with families/carers and students accessing available support services
* Knowledge of procedures, practices and clerical support
* Experience of dealing with emotional situations where students may become distressed
* An absolute commitment to achieving the highest of standards

If you are interested in becoming part of our team and helping us to continue our drive for further success, then we would be pleased to hear from you. A full programme of support is available as part of our commitment to investing in high quality staff

ACSC is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to provide a disclosure from Disclosure Barring Service before any appointment is confirmed. Online searches will be carried out on short-listed candidates.

Application documents are available to download in the vacancies section of the school website <http://www.ashtoncsc.lancs.sch.uk/job-vacancies>

Applications should be submitted **electronically** by 9am Friday 10th of January 2025 to [hr@ashtoncsc.com](mailto:hr@ashtoncsc.com)

Interviews will be held on Wednesday 15th of January.

Please note we regret we are unable to contact individual applicants who may be unsuccessful at this time.