

## Shavington Academy

'Together we enjoy, aspire, create and achieve'



*Applications are invited for the full-time permanent post of*

### **Receptionist**

**Required to start ASAP**

**Salary: £22,424 per annum**

**37 hours per week, 39 weeks per year**

Dear Applicant

Trustees are looking to appoint a suitably experienced individual to be part of a welcoming team who are the face of the Academy at our Reception. The successful candidate will provide a reception and telephone answering service (both internal and external) to ensure that all callers are dealt with promptly. They will act as an initial point of contact for visitors, dealing with enquiries from parents, businesses and members of the public. They will also be responsible for signing pupils in/out of the building, checking and signing for deliveries and undertaking other administrative tasks as required.

We are very proud of our Academy and believe that our mission statement 'Together we enjoy, aspire, create and achieve' underpins our ethos and our collective drive for all pupils both academically and personally. Here at Shavington, we value the ethical and moral development of our pupils, promoting integrity, kindness, gratitude, respect and acceptance across all elements of Academy life, as well as promoting academic success.

Our Academy has high aspirations for all of our pupils to enable them to achieve their potential and beyond. Pupils achieve well, above the national average across a range of subjects within the curriculum. We have an exceptional track record of preparing pupils for post 16 study, as well as the workplace and beyond. We pride ourselves on the Academy values that will enable our pupils to become a responsible member of our community, as well as preparing them for the diversity and demands of the modern-day world.

#### **Background Information**

Shavington Academy has been a Multi Academy Trust since 1<sup>st</sup> September 2015 for pupils aged 11-16, serving the villages and conurbation to the South of Crewe. Our catchment includes Wistaston Church Lane, The Berkeley, Shavington, Weston and Wybunbury Delves Primary Schools, though we draw pupils from across Crewe and South Cheshire. Our current school population is 932 pupils; we have just

completed a process of significant expansion, which will see our PAN increase to 1050 with a year group intake of 210 pupils. The Academy's growing reputation and a number of housing developments locally have attributed to the growth of the Academy.

### **Applications**

The post is advertised for a start as soon as possible. For us, it is important that we appoint someone who is absolutely committed to our success and who is an exceptional professional, to contribute to our trajectory of improvement. In turn, we are committed to the professional development of our staff and are able to offer high quality learning experiences through a broad range of partnerships, and other development opportunities.

Applications should be returned to [recruitment@shavington.academy](mailto:recruitment@shavington.academy). To apply for this post, please complete an application form, available from the website. Please note that only full completed Academy application forms will be accepted.

**Closing date for applications: Friday 24<sup>th</sup> April @ 12 noon**

**Interviews week commencing: Monday 27<sup>th</sup> April 2026**

Many thanks for your interest in Shavington Academy.



Mrs Emma Casewell  
**Headteacher**