**Job Advert**

**Post Title:** Receptionist

## **Reporting to:** Vice Principal

**Location**: CAPA College, Wakefield

**Start Date:**  January 2019

**Hours**: Permanent, 40 hours per week 39 weeks per year. Please see job description for further details. Applications for job share will be considered.

**Grade**: Spinal Column Point 8 £21,562 FTE

Actual Salary for the hours outlined above £18,442

Are you excited by the opportunity to be a part of CAPA College as it becomes a flagship for Arts Education in the North? Are you highly motivated and have exacting standards and able to deliver a first class customer service experience?

CAPA College (Creative and Performing Arts College) is Yorkshire’s newest and most exciting post-16 education institution. Since opening its door as Wakefield’s first DfE-funded Free School in September 2018 within Enhance Academy Trust, CAPA College has already established itself as one of the leading Arts education providers in the North of England; and this is your opportunity to join our award-winning team.

Based in the heart of Wakefield, CAPA College delivers the highest quality training, education and pastoral guidance to support talented students, aged 16-19, who are serious about pursuing a career in the Arts. CAPA College aims to inspire, train and educate the next generation of performers, creatives, designers and technicians and attracts students from across Yorkshire and beyond. Students are enrolled on four distinct pathways: Performing Arts, Dance, Drama and Production Arts.

CAPA College provides students with intensive full-time practical training alongside the rigour of academic Arts study. This combination of Outstanding Arts training and academic excellence ensures that students develop the skills, training experience, knowledge, understanding and qualifications they need to progress to the top universities, leading national and internal Arts conservatoires and professional Arts-based employment. CAPA College is in the top 1% for student progress in the country.

CAPA College’s professional approach and ethos continues to be maintained throughout all aspects of its provision. Alongside an outstanding curriculum and excellent teaching, students gain extensive experience performing through the UK and working alongside professional artists, companies and theatre venues.

CAPA College is led by a team of extraordinary teachers, performers, creatives, designers and industry professionals. The core leadership team have an impressive 12-year legacy which includes consistent ‘Outstanding’ judgements from Ofsted, impeccable exam results and a regional and national reputation for excellence.

This is a very exciting time as CAPA College prepares to implement the next stage of it’s development. CAPA College is currently renting temporary accommodation but will move to its new, permanent home on Mulberry Way (opposite Wakefield Westgate train station) in Summer 2020. This purpose-built, multi million pound facility will enable CAPA College to expand its cohort from 105 students to 250 students per year group as well as offering more performance and learning opportunities, new course pathways, increased staffing, exceptional resources and better outreach with the local community.

**We are looking for candidates who can:**

* Make a meaningful and fulfilling contribution to one of the UK’s top post-16 Arts Colleges
* Provide a friendly, approachable, customer focused and professional reception service, dealing with all visitors, telephone calls, and staff/student enquiries.
* Control access to College ensuring visitors sign in, appropriate safeguarding checks are made, and that all visitors wear the appropriate coloured lanyard.
* Assist in the provision of word processing and administrative services, ensuring that documents/reports are produced and formatted to College standards and within College deadline
* Provide meet and greet support with Open Days, Audition Days and student performances

**Successful candidates will have:**

* Experience in a similar role with experience of reception work and working in a customer facing environment
* The ability to prioritise work and meet tight deadlines, be organised, able to multi-task, work flexibly and have a ‘can do’ approach.
* An excellent attention to detail.
* An enjoyment of working with young people and an empathy for their needs and concerns.

**In return we will offer you:**

* An opportunity to make your mark in an Outstanding brand new college that is a flagship for Arts Education in the North of England.
* A professional and supportive team.
* A fast-paced, exciting and highly creative work environment.

Please contact [recruitment@capacollege.co.uk](mailto:recruitment@capacollege.co.uk) for further information

Application packs can be:

* Found and completed on-line via the TES Jobs portal
* Requested by e-mail from [recruitment@capacollege.co.uk](mailto:recruitment@capacollege.co.uk)
* Downloaded from our website https://www.capa.college/vacancies/

**CLOSING DATE:    Midnight Sunday 1st December 2019**

**SHORT-LISTING: Tuesday 3rd December 2019**

**INTERVIEWS:  Thursday 12th December 2019**

Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  Applicants will be subject to an enhanced DBS disclosure and pre-employment and safeguarding checks.