



Breakthrough Transformation Trust is a local charity providing high quality care and education for children and young people who face life challenges.

Employment Vacancy

Confidential Secretary to Head of Centre (based at Lilcott Farm in North Devon)

Hours

37.5 Per week Monday to Friday

8.30am – 4.30pm Term - time only

Rate of Pay

Band 4. Actual salary: £15,172 to £20,066 pro-rata

Closing Date

12.00pm Monday 7th June 2021

Interviews

Friday 18th June 2021

This is an excellent opportunity to join Breakthrough's team in North Devon as the Confidential Secretary to the Head of Centre. The successful candidate will be an efficient and well-organised person able to support and assist the Head of Centre and perform general reception duties. We require you to be an experienced and adept user of Office 365, Word and Excel.

The successful applicant will be responsible for providing a full administrative service to the Head of Centre. You will be tasked with:

- Answering and directing calls and passing on messages
- Greeting and signing in visitors, receiving incoming post and deliveries and posting outgoing correspondence
- Establishing and maintaining good relationships with children, young people and their families
- Receiving and reporting staff and learner absences
- Maintaining the Single Central Record and confidential files for centre staff and completing DBS applications

As the first point of contact for many, including prospective parents and external professionals, the role demands a cheerful and positive demeanour and attitude, excellent communication skills, a high level of integrity and resilience combined with sensitivity and understanding.

Breakthrough is a supportive employer with an energetic and committed team of professionals who work together diligently to meet the needs of students. The successful applicant will form an important part of our team.

All employees will be required to obtain an enhanced Disclosure and Barring Certificate. References will be sought for all applicants who are offered a position.

If you require any further information about this post, please contact Susan Parker via our recruitment email or call 01626 911456

To apply, please follow the link: <https://www.breakthroughtransformationtrust.org/vacancies> to download the application form or email us at recruitment@tborg.org requesting an application form. This should be returned together with a covering letter and CV explaining why you are suitable for the above post and marked for the attention of Susan Parker.

Due to the current situation with COVID 19 we are only accepting email applications.

Please note that we are unable to accept applications that do not contain a completed application form, covering letter and CV.

Due to the high number of applications we sometimes receive, it is not always possible to reply individually to each application. If you have not received a response within 10 working days of the closing date, you may assume that on this occasion, you have not been successful.

Breakthrough Transformation Trust is an Equal Opportunities Employer, which operates a Safer Recruiting Policy and a stringent Safeguarding Procedure.