

**Reception/ Administration Assistant**

**Central Hub Brighton**

**Bespoke Education | Positive Relationships | Preparation for the Future**

**Vision Statement**

Central Hub Brighton is committed to delivering a bespoke alternative education for each and every pupil, where developing positive relationships is paramount. A firm emphasis on improving pupil well-being, self-confidence and engagement, using a trauma-informed model so that good personal and academic progress is achieved, will always remain a central priority. This is supported with high quality teaching and excellent pastoral care.  We want our pupils to acquire and develop key skills and values which prepare them for the future.

**The Central Hub Brighton**

**Post: Reception / Administration Assistant**

**Salary – Scale 4a- £26,409 - £26,835 Pro Rata**

**Hours – 20 hours per week**

**Mon-Fri 8.30am – 12.30pm**

**Term Time Only.**

**Contract – Permanent**

**Working as part of a small admin team based at Connaught Road Site, you will be the first point of contact for all students and visitors.**

**The successful applicant will have excellent organisational skills, resilience and flexibility. This position is part of a team dedicated to supporting young people with Social, Emotional and Mental Health conditions to overcome their barriers to learning.**

**You will need to be:**

* **Friendly and confident with high levels of resilience**
* **Able to work in a challenging environment**
* **Organised, flexible and able to prioritise workloads**
* **Work well as part of a team**
* **Work over multiple sites as required**

**Please express your interest on line via the Brighton and Hove City Council Website or directly to recruitment@chb.org.uk**

The Central Hub Brighton is the SEMH specialist provision for the city consisting of Brighton and Hove Pupil Referral unit and The Connected Hub and has three bases across the city. We have good links with other educational organisations in the city. We have an enthusiastic staff team and strive always to ensure our learners have access to the best possible educational experience in order that our students can overcome any barriers they have had to learning in the past. The Central Hub is committed to safeguarding and promoting the welfare of children and young people and to equality of opportunity. We expect all staff and volunteers to share this commitment. Please note that this post is exempt from the Rehabilitation of Offenders Act 1974, and is subject to a Disclosure & Barring Service (DBS) Check. CHB are committed to the principles of Equality and carry out duties in accordance with the Council’s Inclusive Council Policy. For any other details please contact Sam Barber – Tel: 01273 542050, Email: **recruitment@chb.org.uk**

**Closing date for applications:** **Midnight 6th July 2025**

**Shortlisting 7th July 2025**

**Interview: 10th July 2025**

**Important Information**

**School Visits**

We warmly welcome potential applicants to visit the school. To arrange a visit please contact a member of our school office team on 01273 542050 or email recruitment@chb.org.uk

**Closing dates for applications - Midnight 6th July 2025**

Please return your completed application form to: recruitment@chb.org.uk

We are unable to accept applications via post or CVs.

**Shortlisting of candidates and interviews**

Emailed letters will be sent to shortlisted candidates and, if permission is given, your referees will then be sent a reference request. Interview date will be 10th July 2025.

**Salary and hours**

The working pattern will be Mon - Fri, 8.30am – 12.30pm; £26,409 - £26,835 NJC Scale 4a Pro Rata

**Safeguarding**

The governing body and Management Committee are committed to safeguarding and promoting the welfare of children and young people. In order to ensure this, our recruitment and selection policy is in accordance with both local and national guidance.