**Job Advert**

**Job Title: Receptionist- Saturday Club**

**Site: Middlesbrough**

**Permanent (Term Time): 31 Weeks**

**Hours per week: 4 (Saturday, 9:30am- 1:30pm)**

**Salary*:* £1,804**

**FTE: £23,148**

**Start Date: ASAP**

**Background**

The Northern School of Art has provided students with specialist art and design education in the North East for over 100 years. Dating back to 1870 when The Middlesbrough School of Art was opened shortly followed by The Government School of Art in Hartlepool in 1874. The School, formerly the Cleveland College of Art & Design (CCAD) was formed in 1979 by the merger of Teesside College of Art, Middlesbrough, and the Hartlepool College of Art.

Being the only educational institute dedicated to art and design in the North East over this course of time has given our school immeasurable experience and expertise in creative education. We have had the opportunity to work with outstandingly talented students who have graduated to become some of the best in their respective industries. Our Alumni include Ridley Scott, director of Alien and Blade Runner, car designer Keith Patterson and artist Mackenzie Thorpe.

**Job Role**

The School has an exciting opportunity for an experienced Receptionist. The successful candidate will maintain an appropriate and welcoming ‘front of house’, dealing with initial enquiries, ensuring the appropriate information is always available and to provide basic administrative services for the Saturday Club.

You should have experience of customer care, reception, front of house role, customer focused role, and cash handling with accuracy. You should also be PC literate preferably with knowledge of Microsoft Office or windows-based applications.

**What will you get if you join us?**

* Work for an institution that supports work-life balance, and cares for the wellbeing of staff;
* Staff development opportunities;
* Generous annual leave;
* Free confidential counselling service and physiotherapy;
* Free eye tests and contribution towards glasses for VDU use;
* Free IT products including Microsoft Office and Adobe Creative Cloud;
* Professional fees paid by the School;
* Staff recognition awards
* Free car parking and access to other staff benefits; and
* Access to the **Local Government/Teacher’s** **Pension** scheme (with significant employer contributions).

To download an application pack, please visit <https://northernart.ac.uk/careers/>

**Closing date for receipt of completed applications: 2nd March 2025**

*Please send your completed application to* [*jobs@northernart.ac.uk*](mailto:jobs@northernart.ac.uk)

The Northern School of Art recognises that it has a statutory and moral duty to promote and safeguard the welfare of its students who are under the age of 18 and of its vulnerable adults.

This role is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

If successful an Enhanced DBS Check (with barred list) will be required. Please note, it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

**For Teaching Staff & Technician Demonstrators** Prohibition checks will be carried out for successful applicants.

Additionally, as part of the School’s shortlisting process, an online search will be carried out on all shortlisted candidates.