



# Job Advert

<b>JOB TITLE:</b>	<b>Weekend Receptionist</b>
<b>CLOSING DATE:</b>	5pm Tuesday 5 <sup>th</sup> May 2026 (Interviews Tuesday 12 <sup>th</sup> May 2026)
<b>START DATE:</b>	As Soon As Possible
<b>SALARY:</b>	Salary (SCP10) £25,793 to (SCP14) £27,747 FTE (which equates to £13,227.18 to £14,229.23 pro rata) + Local Government Pension Scheme
<b>WORKING HOURS:</b>	Weekends only (This is 20 hours per week, working hours to be discussed at interview stage)
<b>LOCATION:</b>	Oasis Restore school in Rochester, Medway, Kent.

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***Are you passionate about making a difference in the lives of young people?***

***Do you want to be a part of a values led, driven and innovative team developing the UK's first secure school?***

Oasis Restore is seeking Business Support Officers to join our team in supporting the creation of the first secure school in the UK.

As part of the Business Support team, the post holder will play a pivotal role in providing effective and high-quality receptionist and administration support to promote efficient delivery of the policies, ethos and aims of Oasis Restore. To be the first point of contact for the school, deal with email / online / telephone enquiries, liaise with parents, welcome and assist visitors to the school and provide thorough, organised and comprehensive, high-quality reception and administrative support to the business support team and Executive Assistant / Office Manager.

## The Role and what we are looking for

If you have excellent organisational skills, strong work ethic, excellent communication skills, and a passion for making a positive impact in the community, we encourage you to apply for this exciting opportunity to support the creation of the first secure school in the UK. Once the secure school is open, the postholder will fully support the team with providing efficient and professional reception duties, welcome and assist visitors to the school and general office administration support. You will work alongside an inclusive and welcoming work environment, with opportunities for career growth and advancement.

## Our Secure School

Oasis Restore is the country's first secure school; a proof-of-concept policy initiative funded by the Ministry of Justice (MoJ). Oasis Restore's mission is to transform the life chances of children aged 12-18 years in the criminal justice system through delivering psychologically informed, integrated practice that centres on trusted, safe relationships between staff and children. Oasis Restore is a learning community that embeds hope, stability, and opportunity for children beyond the secure school. To read more about us please visit our website [www.oasisrestore.org](http://www.oasisrestore.org).

## Our offer to you

As a relatively new established subsidiary of the wider Oasis Charitable Trust, you enjoy the benefit of being part of national organisation that employs teachers, youth and community workers, volunteers and supports staff to reach their full potential. Oasis Restore offers the following opportunities:

- A mixture of one to one and group reflective practice, coaching & regular line management/supervision sessions
- Experience an Appraisal policy that decouples pay and performance.
- An elected staff forum to listen to, and act on staff feedback.
- Access to the Local Government Pensions Scheme (a competitive, defined benefit pension scheme)
- Access to a funded cash plan health scheme
- Access to an EAP service
- 33 days annual leave including bank holidays, rising to 35 days after two years (which equates to 17 days rising to 18 after 2 years).
- Subject to meeting basic eligibility criteria, be entitled to up to 8 weeks full-pay and 18 weeks half-pay paid maternity/adoption/shared parental leave (based broadly on the NHS Employers scheme).
- Subject to meeting basic eligibility criteria be entitled to up to 3 weeks fully paid paternity leave.
- Paid time off to attend antenatal appointments (those staff who are either pregnant or whose partner is pregnant)
- Have a structured and bespoke induction training plan plus a training offer bespoke to our context leading to a level 3 qualification in the therapeutic care of adolescents.
- Comprehensive de-escalation and restraint training (front line roles only)
- Supportive sick leave pay (based broadly on the length of service framework in the national 'Green Book' framework)
- Up to 5 days discretionary paid compassionate/emergency/general leave plus further discretionary unpaid leave
- Up to 4 weeks paid parental bereavement leave plus up to 5 days paid bereavement leave for the death of other specified close relatives.
- Blue Light Card (subject to meeting their eligibility criteria)
- Expenses and travel costs incurred as part of the working day (as appropriate, not including travel to work)
- Access to free car parking, season Ticket Loans, Specsavers eye care vouchers and a cycle to work scheme (subject to meeting their eligibility criteria).

## What are you waiting for? Apply today!

Like what you see? Make sure you download the Application Pack and fill out our application form along with the Equal opportunities form\* and submit both documents to [recruitment@oasisrestore.org](mailto:recruitment@oasisrestore.org) before the below deadline.

Please email [recruitment@oasisrestore.org](mailto:recruitment@oasisrestore.org) to arrange a confidential phone call as soon as possible.

## **Safeguarding and Pre-Employment Checks**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks including references and right to work checks. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

This post is also covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

## **Equality, Diversity, and Inclusion**

At Oasis Restore we recognise that our team is strengthened by the knowledge, experience and insights people from a wide range of backgrounds can bring. These beliefs and values are underpinned by decades of work and experience that Oasis has had in a wide range of sectors including education, housing and youth-work supported further by a wide range of independent research and studies elsewhere which evidence that creating teams with diverse experience and perspectives, and encouraging healthy debate, reduces the risk of 'blind spots' that often form barriers to success.

Oasis Restore aim is to attract and retain the very best diverse talent and role models to help create an innovative, caring and extraordinary working environment for our staff, that enables us to deliver exceptional, caring and psychologically informed learning experience for our students. We would therefore like to encourage applications from people with varied skillsets, life experiences, and from different backgrounds and sectors to help shape Oasis Restore. If you can demonstrate some of the criteria and believe you have what it takes, then we'd love to hear from you.

Given the nature of our work we also welcome applications from candidates with the following lived experience:

- Experience of working successfully with challenging people who have multiple and complex needs.
- Personal experience of the criminal justice system, or lived experience of the issues facing this client group (i.e. involved in gangs or knife crime).
- Knowledge of the issues facing this client group, such as gangs, knife crime, social exclusion and isolation, child criminal exploitation, adverse childhood experiences and trauma.
- Ability to actively listen and motivate young people.
- Ability to be a positive role model, demonstrating the virtues of a crime-free life to young people.

We're also very happy to answer any questions you may have so please don't hesitate to get in touch at [recruitment@oasisrestore.org](mailto:recruitment@oasisrestore.org).

*\*\*The Equal Opportunities Form will not be shared with anyone involved in processing your application. Please complete this as part of the application process. Please note that if you have a disability and you require this form or submitting the information with regard to this form in another format, such as in larger print, please contact the People Services team.*