

Candidate Information Pack:

Receptionist

Noel-Baker Academy

 @noelbakerlead



Role: Receptionist

Salary: NJC Scale Point 5-10 actual salary £18,696 - £20,467

Location: Noel-Baker Academy Derby

Contract Type: 37 hours a week – Term Time Only (39 weeks)

Contract Term: Permanent

Closing Date: 27/06/2025

Start Date: 01/09/2025

The Opportunity:

Do you believe that all children, no matter their background, needs or aptitudes are entitled to learn the best that has been thought and said?

Would you like to work in a school where “pupils thrive,” where there is an “excitement about learning,” where “conduct is exemplary” and where “high expectations are set by staff and pupils live up to them?” (Ofsted February 2022).

If so we are seeking to appoint a receptionist in our busy reception area to welcome guests, respond to enquiries and monitor incoming phone calls. This critical role is the face of the school.

We welcome applications from those with experience in schools and people who have transferable skills from a non-education background.

The Academy:

Noel-Baker Academy

Noel-Baker Academy is a rapidly improving school centred around a dedicated team of people who are working together to achieve our mission of delivering an unashamedly academic and knowledge rich education to our students.

Everything we do at NBA is underpinned by our passionate belief that outstanding schooling is the right of every child, and a determination that such a vision is achievable. We believe in and aspire to provide an inclusive education for all. That is, high expectations of and for all pupils, an insistence on excellent behaviour, equal access to an academically rigorous curriculum taught by highly skilled subject specialists and a sharp focus on high value enrichment opportunities that will enable all students to excel. We will never accept that family background, socio-economic circumstances or prior attainment will inevitably limit young people’s potential and so the profile of our intake will always be a reason for our provision, and never an excuse for our outcomes.

Our students are entitled to the very best breadth and depth of provision and we are unapologetically ambitious for every student, no matter what their background, prior attainment or needs. This vision is underpinned by a wider set of core principles.



Lead (to show the way; to be first or foremost):

- We are compassionate, considerate and kind.
- We welcome and value all members of our community and expect all members of our community to work with us to play an active part in our children's education.
- We encourage each other, and we celebrate our successes.

Empower (to give power to; to enable):

"I am the master of my fate, I am the captain of my soul"

William Ernest Henley (1849-1902)

- We teach our students to take responsibility for themselves.
- We insist on excellent behaviour and learning habits.
- We know that factual knowledge is a prerequisite for deep understanding: that the more you know, the more you are able to learn and understand.
- We have an unrelenting focus on hard work, commitment and perseverance.

Achieve (to accomplish; to get or attain by effort):

- We believe that all children are entitled to learn "the best that has been thought and said," and that our students are the inheritors of the greatest ideas, written texts and discoveries of the past.
- Our purpose is to provide a rich education that will allow our students to achieve excellent qualifications and become thoughtful, educated and well-rounded young adults.

Drive (to cause and guide progress; to impel forward):

- We know that success takes hard work.
- We know that effort, practice and revision develop expertise and intelligence

Our Academy is a warm and friendly place to work. We value our staff and believe that we are starting out on a journey that will transform our school and the lives of our pupils for the better.

If you want to be part of a team of people who are working together to achieve a shared vision, where you are free to teach "the best that has been thought and said," where classroom practice is underpinned by research informed pedagogical approaches and where you will be part of building a unashamedly academic and disciplined culture then we want to hear from you.

We are at the start of our adventure.

We know that we still have much to do.

We are looking for people who want to **LEAD**, **EMPOWER**, **ACHIEVE** and **DRIVE** our transformation.

We are looking for someone who:

- Loves their subject, has excellent subject knowledge and who wants to contribute to the development of an expertly sequenced knowledge rich curriculum built to rival the best in the country.



- Is an ambitious practitioner and who wants to make a real impact on further driving up standards.
- Is keen to play a key role in developing our whole ethos and who is fully aligned to our vision.
- Is personable, pragmatic and can energise and motivate students and colleagues alike.
- Has the highest expectations of what all students can and will achieve.
- Is committed to working as a part of a whole school team.

In return, the successful candidate will work in a school where:

- There are clear classroom routines, so time is not wasted
- There is a focus on feedback, not punitive marking
- There is a focus on student learning, not data input
- There is a centralized support team who, along with senior leaders, manage student conduct
- Curriculum areas and staff plan and work together
- Teachers are free to teach knowledge – “the best that has been thought and said”
- Teachers are encouraged to partake in weekly research discussions and the development of whole school strategy
- Staff are valued as professionals and experts in their field
- Weekly CPD time is built in to the school day to allow all staff to partake in educational research, subject knowledge development and deliberate practice of pedagogical approaches.

We encourage interested parties to visit the academy website www.noelbakeracademy.co.uk and to arrange an informal visit to the academy prior to applying.

Arrange a visit:

Visits to the school are recommended and warmly welcomed. To arrange a visit please contact Debbie Broadhurst, PA to the Headteacher at debbiebroadhurst@noelbakeracademy.co.uk



Selection Process:

Shortlisted candidates will be required to complete a task and have a formal interview.

Exact details of the task will be provided pre-interview.



Person Specification:

Qualifications and experience

- Experience of a customer facing role.
- Experience of working in a busy environment.

Domain One: qualities and knowledge

- Well organised
- Manages time effectively
- Has strong IT skills in using email, MS Word and Exel
- Good written and verbal communication skills
- A team player

Domain Two: pupils and staff

- Builds strong and effective relationships with colleagues
- Able to work empathetically with children in a supportive and caring way
- Has an awareness of safeguarding
- Has an awareness of what is appropriate in a school setting
- Ability to remain polite and professional when dealing with unhappy customers

Personal qualities

- Passionate about education
- Approachable, enthusiastic and creative
- Leads by example, demonstrating integrity, resilience and clarity
- Committed to the L.E.A.D. principles and the academy vision
- Ambitious for self, colleagues and students
- Calm under pressure

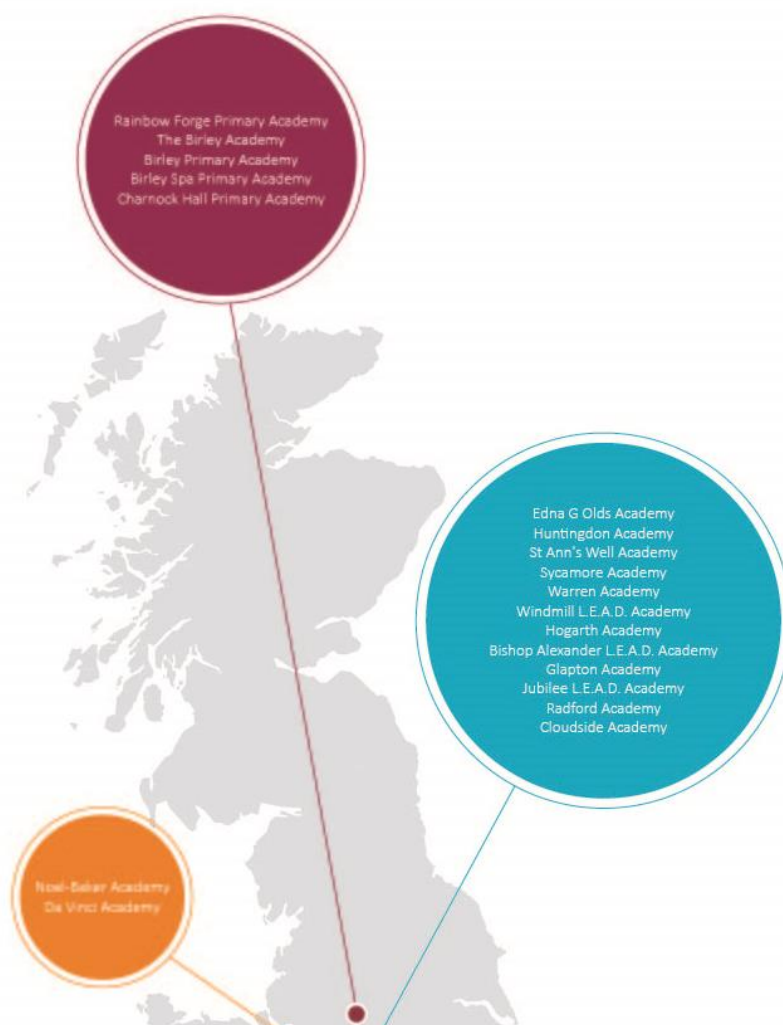


L.E.A.D. Academy Trust

L.E.A.D. Academy Trust comprises of twenty five academies across Nottingham, Leicester, Derby, Lincoln and Sheffield. Our philosophy is to; lead, empower, achieve and drive.

At the heart of our Trust is the development of outstanding leaders. We empower individuals in our schools to provide the highest quality education, enabling every pupil to realise their full potential. We have also been recognised by Ofsted as a leading academy sponsor, securing rapid and sustainable improvement through the research and application of best practice across operational areas.

The combination of autonomy and collaboration across key areas of leadership and management underpinned by shared vision, values



Our Leaders

One of the core priorities for the L.E.A.D. Academy Trust is the development of outstanding school leaders. We are dedicated to providing an organisation which will:

- develop inspirational school leaders for the future through high quality recruitment, professional development and coaching;
- invest in joint training, peer coaching, sharing good practice and professional dialogue in a climate of trust;
- continually improve, exploring new ways of working, alternative curriculums and innovation;
- strategically plan to produce the next generation of high quality school leaders.

The L.E.A.D. Teaching School Alliance

The L.E.A.D. Teaching School Alliance is a dynamic, cross-phase collaboration of schools committed to harnessing, nurturing and sharing the specific skills and attributes required to teach and lead in areas with diverse pupil populations. Everything we do in our schools is about providing children with an outstanding, broad and balanced education.

Our innovative Initial Teaching Training (ITT) route aims to increase the number of quality teachers in our schools. In addition, we offer a range of high quality Continuing Professional Development (CPD) for staff at all levels and tailored school-to-school support. We are keen to nurture and grow staff across our alliance and offer a range of opportunities to develop the leaders of tomorrow. By working in partnership with The University of Nottingham and other regional Universities, we are also creating a research culture within our alliance that will impact positively on teaching, learning and the achievement of young people.





Our Support

We provide a range of high quality, professional services to schools in nine core areas:

Financial Management

Project Management

Procurement

ICT Management

Human Resources

Leadership Development

Legal Support

Governor Support

Education





How to Apply

Please send a completed application form and covering letter, with a supporting CV if you wish to: vacancies@noelbakeracademy.co.uk

Closing Date: 24/06/2024

Applications will be reviewed upon receipt therefore shortlisted candidates may be contracted in advance of the closing date.

The L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



L.E.A.D. Academy Trust
Lead • Empower • Achieve • Drive

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