

 @LEADAcadTrust

Candidate Information Pack:

Receptionist
Noel-Baker Academy

 @noelbakerlead

Role: Receptionist

Salary: Scale Point 5-10 (Actual Term Time Only Salary £16,660 – 18,394)

Location: Noel-Baker Academy

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

Contract Term: Permanent

Closing Date: 21.05.21

The Opportunity:

We are seeking to appoint a receptionist to join our administrative team from June 2021. The successful candidate will be required to manage and maintain the Academy reception, provide first contact advice (both on the phone and face to face) to parents, carers and other callers to the Academy as well as undertaking relevant filing, clerical and administrative tasks.

We welcome applications from experienced colleagues who have worked in a school setting as well as colleagues who have experience supporting young people through their work in other sectors.

Our administrative team is very supportive with a strong shared vision. Our students are at the heart of everything we do. We are at the start of an exciting new chapter in our journey and are looking for someone who can work as part of our team to deliver the very best care for our students.

The 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:

- Is an ambitious and who wants to make a real impact on further driving up standards.
- Is keen to play a key role in developing our whole school 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 centralized support team who, along with senior leaders, manage student conduct.
- Staff 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 develop and grow professionally.

We encourage interested parties to visit the school website: <https://www.noelbakeracademy.co.uk/> where information can be found about our Academy, our approach to Mental Health and Well-Being and the structure of our school.

Arrange a visit:

Visits to the school are recommended and warmly welcomed. To arrange a visit and informal discussion with a member of the Senior Team please contact Jane Bailey, PA to the Headteacher at janebailey@noelbakeracademy.co.uk



Selection Process:

Shortlisted candidates will be required to take part in a formal interview and complete a written task and a student led task. These activities will be conducted through Microsoft Teams.

When planning for this, please consider the guidance below.

The Written Task:

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

We will be looking for:

- professionals who can effectively prioritise their own workload;
- professionals who can effectively communicate with a wide range of audiences;
- professionals who understand the importance of safeguarding and how to keep children safe in education.

The Student Led Task:

We will be looking for:

- professionals who command the respect of their students, set out clear expectations for students' behaviour and, where appropriate, start and finish activities on time and managing resources effectively;
- professionals who monitor students' responses in and adapt their approach accordingly;
- professionals who give the necessary attention to the most able, those with special educational needs, low-attaining students or those who struggle at school in their education.

Details of the task and the duration of the activity will be provided pre-interview.

The Interview:

The panel will consist of the Headteacher, a Deputy or Assistant Headteacher and where appropriate an Academy Governor or member of our Parents' Forum.

Job Description:

Job Title: Academy Receptionist

1. Job Purpose

- To provide comprehensive reception and administrative support services for the Academy.

2. Responsible to:

- Headteacher's PA through Front of House & SLT PA.

3. Responsible for:

Specific duties of the post include, but are not limited to the following:

- Provides 1st level advice and reception service, both face to face and on the telephone, to parents, carers and other callers to the school.
- Updates and maintains the relevant filing, clerical or computerised record systems, databases, spreadsheets etc. and assists with stock ordering.
- To ensure all post received is handled appropriately and post is ready for collection.
- Keeps up to date with the relevant guides, procedures, forms, etc. used in the school.
- Assists with raising, checking and processing orders and deliveries.
- To ensure that the reception area is kept clean and tidy at all times, that notice boards are updated and maintained and that reception displays are up to date.
- To phone parents under instruction.
- Act as First Aider

4. Liaising with (working relationships):

- The Headteacher and senior leadership team.
- Teaching and support staff.

5. Hours of work:

- 37 hours per week.

6. Grade and Range of post:

- Scale Point 5-10 (£16,660 – 18,394).

7. Disclosure Level:

- This post is subject to an enhanced DBS disclosure.

8. Main/Core Duties:

- To ensure that callers and visitors to the Academy are dealt with in a friendly and courteous manner and that they or their queries are directed to the appropriate member of staff;
- To ensure that the Academy's standards of customer care are achieved;
- To ensure accuracy and confidentiality in dealing with requests and maintaining records;
- To ensure all post received is handled appropriately and post is ready for collection;
- To ensure all parcels are recorded and dealt with immediately and the relevant person informed;
- To ensure that all reception notice boards are updated in a timely manner;
- To ensure that all allocated regular or scheduled administrative tasks and record updates are performed on time;

- To comply with the appropriate government and Academy policies, procedures and systems;
- To follow the requisite procedures and legislation regarding confidential information, e.g. the Data Protection Act and GDPR;
- To be proactive in the implementation of the Academy's Equal Opportunities policy, Health & Safety regulations and Environment Protection policies.

9. Operational planning:

- None.

10. Service provision:

- Responsible for the correct use of switchboard, franking machine, photocopier and computers.

11. Service development:

- To seek continually to ensure performance improvement in reception;
- To be responsible for personal CPD and participate fully in training and development opportunities identified by the Academy, the LEAD Academy trust or as an outcome of performance management.

12. Staffing and development:

- To support and mentor any apprentice receptionists.

13. Recruitment / Deployment of staff:

- None.

14. Quality Assurance:

- None.

15. Management information and Administration:

- Ensure that all deadlines are met.

16. Communications:

- Effectively articulate to all stakeholders and in a variety of ways, the vision which underpins all aspects of the Academy's provision and support;
- To ensure that all communications with service users demonstrate the values of the LEAD Academy trust and the Academy;
- To attend all meetings identified by the Headteacher and communicate the LEAD Academy trust and Academy vision effectively at meetings – both internal and external.

17. Marketing and Liaison:

- Develop, nurture and maintain the positive image of the Academy and the LEAD Academy Trust;
- Attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the Academy and the LEAD Academy Trust;
- Actively promote the service of the Academy and the LEAD Academy Trust.



18. Management of resources (other than people):

- Responsibility for the safe use and safe keeping of Academy and Trust resources.

19. Corporate Responsibility:

- To abide by and implement all policies and procedures of the Academy, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures.

20. Other Specific Responsibilities:

- To contribute to the overall ethos, work and aims of the Academy and the Academy Trust;
- To carry out all duties in the most effective, efficient and economic manner;
- To continue personal development in the relevant area;
- Participate fully with arrangements made in accordance with the Performance Management Policy;
- Perform any other reasonable duties as requested by the Headteacher.

21. Safeguarding:

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

22. General Statement:

- This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.



Person Specification:

	Sections		E	D
1	Skills, knowledge and aptitudes	<ul style="list-style-type: none"> Ability to manage teams Ability to communicate effectively to a variety of audiences both verbally and written Ability to manage effectively Ability to work on own initiative Ability to plan effectively Ability to manage time effectively and meet deadlines Ability to work effectively with stakeholders and within a corporate environment 	E E E E E	D
2	Qualifications and Training	<ul style="list-style-type: none"> Good standard of general education and IT skills, including English and Maths 	E	
3	Experience	Understanding of: <ul style="list-style-type: none"> Working in a team Administration Safeguarding and health and safety Experience: <ul style="list-style-type: none"> Working with a variety of stakeholders Excellent computer skills and knowledge of software packages Experience of undertaking a range of clerical duties Experience of a range of computer applications Management Information Systems e.g. SIMS, G4S 	E E E E E E E	
4	Personal Attributes	<ul style="list-style-type: none"> Honesty and Integrity Discretion Flexibility Resilience Organisational skills Excellent telephone manner 	E E E E E E	
5	Special Requirements			



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 and best practice positions L.E.A.D. as a truly unique Academy Trust.

To view our 'L.E.A.D. Family Brochure' please visit:

www.leadAcademytrust.co.uk

To see the wonderful achievements, proud moments and diverse events happening across our Trust please follow our twitter account:

@LEADAcadTrust



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

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted 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

L.E.A.D. Academy Trust
5a The Ropewalk
Nottingham
NG1 5DU

Email: admin@leadacademytrust.co.uk

Telephone: 0115 822 5440