

# Receptionist/ General Administrator (Temporary)

## Recruitment Pack





# Our Trust



**‘To excel in all that we do so that everyone flourishes and achieves their full potential’.**

The Trust was formed from the Leadership of Deyes High following successful collaborative working and school to school support in the North-West. The Trust currently consists of Deyes High School, Childwall Sports and Science Academy and a brand new Studio School which opened in September 2016.

Our ethos is rooted in the belief that every child is afforded the very best opportunities in life. We believe all pupils are entitled to attend a school where the aim is ‘To excel in all that we do so that everyone flourishes and achieves their full potential’.

To achieve this we will:

- Place teaching and learning at the centre of all that we do
- Make the process of learning vivid and challenging
- Determine the individual needs of every student
- Have high expectations of every member of our School Community
- Celebrate success in all aspects of school life





# Lydiate Learning Trust

We  
offer...

A competitive salary  
and cross Trust  
promotional  
opportunities

Benefits and rewards  
including; childcare  
vouchers, a visiting car  
wash and various  
salary sacrifice  
schemes

The opportunity to  
work with some of  
the brightest people  
around, in a dynamic,  
challenging  
environment

So that you  
can grow with us  
and create the  
career and  
experience  
you want

So that life is  
made that little  
bit easier for our  
staff

So that your work  
makes a  
difference

Lydiate Learning Trust operate to school teachers' and NJC pay and conditions.

# Our School



Studio@Deyes is a brand new school, which opened in September 2016. The Studio is located in Vortex House, on Wavertree Technology Park. Students are aged between 14-18 years old and focus on Business and Technologies.

A small school, with a maximum of 300 students, Studio@Deyes is a close knit learning community driven by the belief that all students can realise their full potential. Through our unique CREATE skills framework, students will acquire key employability and life skills such as communication, confidence, resourcefulness, self-awareness and flexibility. Given our personalised learning approach and individual coaching for every student, all students will be known and understood as individuals.

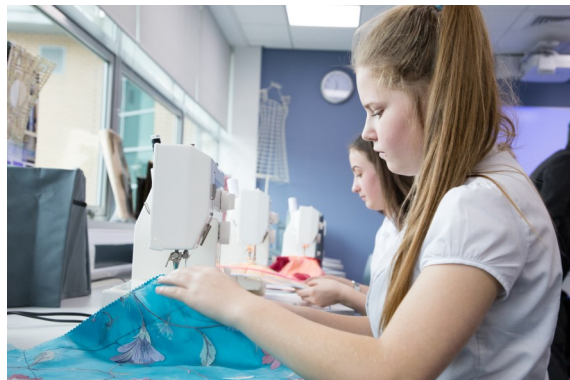
Academic and Vocational pathways will be offered, allowing students access not only to GCSE and A-Level qualifications but also industry standard qualifications. We will work with high profile local employers to ensure that all students benefit from the very best work placements. In Project Based Learning, students will be able to apply what they have learned on their work placement to their studies.

When students leave Studio@Deyes, the qualifications they have attained with us will put them in a prime position for moving onto University, high quality apprenticeships or employment with training. 'Growing Future Leaders' is central to our mission and when our students leave they will be part of the next generation of skilled business people and entrepreneurs who will drive our local, regional and national economy across the Liverpool City Region and beyond.



# Receptionist/ General Administrator

Salary: NJC Scale – Point 19 (£18,746)| Job Commencement Date: ASAP| Fixed term until 30/06/2018



Thank you for your interest in the position of Receptionist/ General Administrator. This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do.

We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will do our best to help. It is extremely important to us that you feel comfortable to proceed as we aim to make the very best appointment possible.

So, who and what are we looking for? An inspirational Receptionist/ General Administrator who is dynamic, creative and ambitious. Someone who is dedicated, committed and aspirational.

If you feel you are up to the challenge, keen to do well and would enjoy working for the Studio@Deyes, then please apply. In return, we can offer the right candidate the chance to be creative and innovative, and offer excellent progression and professional development opportunities. We will support you all the way.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Yours faithfully

A handwritten signature in blue ink that reads 'D. Lythgoe'.

Mr D Lythgoe

Headteacher– Studio@Deyes

A handwritten signature in blue ink that reads 'A. Stahler'.

Mrs A Stahler

Executive Headteacher Lydiate Learning Trust

# Job Description

<b>Post Title:</b>	<b>Receptionist/ General School Administrator (including support for student and staff recruitment)</b>
<b>Job location:</b>	Studio@Deyes
<b>Working time:</b>	32 hours (over 4 days per week), full time as opposed to term time only.  The successful candidate must be flexible in response to the needs of the school and may be required to work beyond the school day. E.g. evening work.
<b>Salary</b>	NJC Scale – Point 19 (£18,746) per annum, pro rata
<b>Disclosure level:</b>	The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures.
<b>Responsible to:</b>	Headteacher of Studio@Deyes
<b>Job purpose:</b>	To undertake a wide variety of general administration functions associated with the role and to support the Teaching Staff. To provide a professional and efficient customer experience to all by ensuring effective communication via the following methods: face to face, over the telephone and by written correspondence.
<b>Hours:</b>	Required to be flexible (i.e. working more hours during term time).

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



**Studio  
@Deyes**

## Core Duties

<b>Administration</b>	<ul style="list-style-type: none"> <li>• Supporting the Senior Leadership Team and Teaching Staff on a day to day basis including; maintaining diaries, arranging meetings and greeting visitors.</li> <li>• Conducting word processing tasks as directed</li> <li>• Maintaining confidential staff and pupil records.</li> <li>• Maintaining records of students that have applied to the school.</li> <li>• Collating and preparing booklets, newsletters and mailings as directed.</li> <li>• The undertaking of general office duties such as answering the telephone, typing, faxing and dealing with post.</li> <li>• Ensuring all procedures for signing in, safeguarding and visitor control is properly adhered to.</li> <li>• Answering and redirecting when necessary all telephone calls quickly and efficiently .</li> <li>• To be responsible with all staff for the general tidiness of the school.</li> <li>• To assist in maintaining good and orderly conduct in the school.</li> <li>• Completing the school census</li> <li>• Using school data to prepare attendance reports, behaviour reports and reports for parents.</li> <li>• Attending meetings to take minutes.</li> <li>• Organising and facilitating meetings, including the preparation of papers.</li> </ul>
<b>Organisation</b>	<ul style="list-style-type: none"> <li>• Undertake reception duties, answering routine telephone calls and face-to-face enquiries, signing visitors in and out.</li> <li>• To support with the recruitment of students.</li> <li>• To support/ organise marketing events.</li> </ul>
<b>Support for the school</b>	<ul style="list-style-type: none"> <li>• Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.</li> <li>• Contribute to the school ethos, aims and development/improvement plan.</li> <li>• Work as part of a team, appreciating and supporting the role of other people in the team.</li> <li>• Attend and participate in meetings as required.</li> <li>• Undertake personal development through training and other learning activities, including performance management as required.</li> </ul>

# Person Specification

Essential (E)  
or  
Desirable (D)

## Qualifications/ Training

A Level 2 qualification in Numeracy/Maths and Literacy/English or relevant qualification. (Grade C in Mathematics and English) at GCSE

D

Knowledge, or a qualification, in the use of Microsoft Office.

D

## Experience

Ability to learn all aspects of general clerical/administrative work

E

Experience of providing excellent customer service to a variety of audiences

D

## Skills/ Knowledge/ Aptitudes

### Communication & Influence

Actively listens to what others have to say and gains support for own opinion. Asks open questions and ensures that there is no confusion or ambiguity to the listener. Ensures own case is consistent when seeking support.

E

### Team working

Demonstrates a non-judgemental approach to values, views and needs of others. Sees other people's point of view and encourages and respects views that are different from own. Takes time to get to know people and how they operate.

E

### Organisational awareness

Keeps up-to-date on changes/new developments in own and other areas of the schools activities and their impact on the school's performance

E

### Adaptability

Supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way

E

### Use of technology

Is able to use and understands the purpose of Information Communication Technology (ICT) and is able to use it for routine and pre-set purposes. Is able to share skills and knowledge with colleagues and has a willingness to remain proficient as the technological needs of the school change.

E

### Professional Values and Practice

- Ability to build and maintain successful relationships with students and adults, treating them consistently, with respect and consideration.
- Ability to work collaboratively with colleagues both within school and other organisations, and carry out the role effectively, knowing when to seek help and advice.
- Ability to improve own practice through observations, evaluation and discussion with colleagues.

E





**@LLTvacancies**



# How to Apply

- To fulfil our safeguarding requirements, please complete an application form and equal opportunities monitoring in recruitment form, both are available to download from the vacancies page of the Studio@Deyes website.  
[www.studio-deyes.co.uk/jobs](http://www.studio-deyes.co.uk/jobs)
- Please also attach a letter of application (this forms a major part of the assessment criteria) addressed to the Headteacher of the school, maximum of two sides of A4 Arial font 12, addressing the following points:
  - Why you are interested in the post and your experience so far.
  - What contributions you could make to students' development within our school.
  - Any particular areas of strength and expertise you have to offer.

## Application deadline

Applications should arrive by 8.00am on Friday, 22nd September, 2017 it is anticipated that interviews will take place on Friday, 29th September, 2017.

Please email applications to:

[recruitment@lydiatelearningtrust.co.uk](mailto:recruitment@lydiatelearningtrust.co.uk) with  
Receptionist/General School Administrator–  
Studio@Deyes in the subject line.

## Feedback

We always receive a large number of applications and unfortunately we cannot provide feedback for applications. If you have not heard from us within three weeks of the above closing date, then please assume that on this occasion your application has been unsuccessful.