

**Evening and Weekend Receptionist**

**Salary: £8.72 an hour, 21 hours a week, 52 weeks a year**

**One Year Maternity Cover – October 2017 start**

*Do you have experience working in an office or school environment?*

*Do you have a good telephone manner and passionate about providing good customer service?*

*Would you be interested in working evenings and weekends in a lovely modern Academy?*

If the answer is yes to these questions, come join us at The Stockwood Park Academy!

The Stockwood Park Academy are currently recruiting for an Evening and Weekend Receptionist to provide cover and support to the Academy’s main reception during out of school hours and weekends to assist with lettings and other school functions and events.

**Working Hours:**

*(This will be based on a 2-week rota)*

**1st Week**:

Monday: 5:45pm to 10pm

Tuesday: 5:45pm to 10pm

Thursday: 5:30pm to 10pm

Saturday: 8:30am to 6pm

**2nd Week**:

Thursday: 5:45pm to 10pm

Friday: 5:30pm to 10pm

Sunday: 8:30am to 6pm

**Roles and Responsibilities:**

* Staff the main reception and switchboard within the Academy, responding to queries from the general public, organisations and hirers regarding lettings and private hire of the Academy premises
* Undertake general clerical duties including opening and distribution of mail, filing, photocopying, faxing and emailing
* Liaise with the site team regarding premises and Health and Safety issues pertaining to lettings and hiring of the Academy site

**The successful candidate will:**

* Have some experience in a general office environment
* Have some experience of using work processing, spreadsheets, databases and IT packages
* Be able to deal helpfully and tactfully with people at all levels
* Be able to write straightforward letters and read instructions
* Be able to form appropriate relationships with young people
* Be willing to adjust at short notice the tasks and activities undertaken to meet the changing demands and priorities during work periods
* Have some knowledge of the SIMS database, this is desirable but not an essential requirement
* Have a First Aid Certificate or willingness to train

**If you are interested in this exciting new opportunity, please do apply today – we would love to hear from you.**

*‘We believe in the safeguarding and welfare of children and expect* ***all*** *staff to share this view’.*

**The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.**

**HOW TO APPLY**

**Closing Date:** Monday 21st August 2017 **Interviews:** W/C 28th August 2017

Please read the information in this pack. If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Academy. Please do not send a general letter; we really are looking for someone who is prepared to respond to us as an individual Trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it**.**

Please address your application to Hannah Chandler, Recruitment Officer at The Shared Learning Trust and email your covering letter and application form to [academyrecruitment@thesharedlearningtrust.org.uk](mailto:academyrecruitment@thesharedlearningtrust.org.uk) with the subject line Evening and Weekend Receptionist



**INFORMATION FOR APPLICANTS:**

**Evening and Weekend Receptionist**





**THE TRUST**

The Shared Learning Trust is a stand-alone multi academy trust which runs a family of four schools based in Bedfordshire:

* The Stockwood Park Academy, Luton, ages 11-18, judged 'Good' by Ofsted
* The Chalk Hills Academy, Luton, age 11-18, judged 'Good' by Ofsted
* The Linden Academy, Luton, age 4-11, judged 'Good' by Ofsted
* The Vale Academy, Dunstable, age 4-13, judged 'Good' by Ofsted
* The Sixth Form, Luton, age 16-19, judged 'Good' by Ofsted

Our Trust is vibrant and friendly, supported by 3 state-of-the-art buildings. It is a learning environment where all students have the opportunity to be high achievers, make good friends, contribute to their community and take part in a wide range of extra-curricular activities.



**RECRUITMENT TIMETABLE**

|  |  |
| --- | --- |
| Thursday 27th August 2017 | Advert goes live on The Shared Learning Trust Website, Indeed, MyNewTerm and social media sites |
| Monday 21st August 2017 at 12pm | Deadline date for applications |
| Week commencing Monday 28th August 2017 | Interviews will commence |

**Job Description**

**Job Title:** Evening and Weekend Receptionist

**Responsible to:** Lettings Co-ordinator

**Salary:** L2.14

**PURPOSE OF POST:**

To provide cover and support to the Academy’s main reception during out of school hours and weekends to assist with lettings and other school functions and events.

**ORGANISATION CHART:**  Financial Controller

|

Lettings Coordinator

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**Receptionist**

**PRINCIPAL RESPONSIBILITIES:**

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|  | 1. Staff the main reception and switchboard within the Academy, responding to queries from the general public, organisations and hirers regarding lettings and private hire of the academy premises. |  |
|  |  |  |
|  | 1. Maintain the visitor’s book, ensuring all visitors to the Academy sign in and are aware of the Academy’s Health & Safety Procedures and to be a contact point for all emergency situations. |  |
|  | 1. Undertake word processing of documents when required. |  |
|  | 1. Liaise with the site team regarding premises and Health & Safety issues pertaining to lettings and hire of the Academy site. |  |
|  | 1. Undertake general clerical duties including opening and distribution of mail, filing, photocopying, faxing, e-mailing etc. |  |
|  | 1. Undertaking any other professional duties, which are reasonably delegated to her/him by the PA or Business Manager. |  |

**DIMENSIONS:**

**Supervisory Management:** N/A

**Financial Resources:** N/A

**Physical Resources:**  Computer, computer systems, other office equipment.

**Other:**  N/A

**CONTEXT:** All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs ofcolleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the CRB Code of Practice on -www.disclosure.gov.uk

*‘The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau’.*

***Stockwood Park Academy believes that every child does matter, and adherence to the Academy’s Every Child Matters Policy is not only compulsory, but should be practiced mindfully at all times*Person Specification - Receptionist**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

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Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

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| --- | --- | --- | --- | --- |
| **Please make sure, when completing your application form, you give clear examples**  **of how you meet the essential and desirable criteria.** | | | | |
| **Attributes** | **Essential** | **How Measured** | **Desirable** | **How Measured** |
| **Experience** | Some experience in a general office environment.  Some experience of using word-processing, spreadsheets, databases and IT packages. | 1,2  1,2 | Some experience of using Microsoft Office, including Word.  Experience of working in a school environment. | 1,2  1,2 |
| **Skills/Abilities** | Able to follow and work within procedures and guidelines.  Able to deal helpfully and tactfully with people are all levels.  Able to check information and maintain accurate records.  Able to write straightforward letters and read instructions. | 1,2  1,2  1,2  1,2 |  |  |
| **Competencies** | Able to form appropriate relationships with young people | 1,2 |  |  |
| **Equality Issues** | Able to recognise some forms of discrimination, which commonly exist. | 1,2 |  |  |
| **Specialist Knowledge** |  |  | Some knowledge of SIMS database | 1,2 |
| **Education and Training** |  |  | First aid certificate, or willingness to train. | 1,2,4 |
| **Other Requirements** | Willing to adjust at short notice the tasks and activities undertaken to meet the changing demands and priorities during work periods. | 1,2 |  |  |

**( 1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise )**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.



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| Vacancy title: |  | Application Form  The Shared Learning Trust is committed to protecting and safeguarding children.  We apply stringent safer recruitment practices. |
| Closing date: |  |  |
| Academy/ Establishment: |  |  |

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| Please ensure that all sections are completed (using black ink or type), otherwise your application will not be considered. All information that you provide will be treated as confidential. The Declaration of Criminal Offences form must be completed. If you require any reasonable adjustments as part of the application or selection process please contact us. |

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| 1. About you | | | | | |
|  | | | | | |
| Title: |  | | | | |
| First names: |  | | | | |
| Previous names: |  | | | | |
| Surname: |  | | | | |
| Previous surnames: |  | | | | |
| National Insurance No. |  | | | | |
| DFE Number (if applicable) |  | | | | |
|  |  | | | | |
| Address Details |  | | | | |
| Address: |  | | | | |
| Town: |  | | | | |
| Postcode: |  | | | | |
| Email: |  | | Daytime telephone number | |  |
| Mobile: |  | | Evening telephone number | |  |
| Do you currently work for the Trust? | |  | Yes  No | |  |
| Where did you see this vacancy advertised? (publication/website) | | | |  | |

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| --- | --- | --- |
| Are you applying with a job share partner? | Yes  No | |
| If yes, Please specify hour/day arrangement |  | |
| Do you have a full current driving licence valid in the UK? | | Yes  No |

2. Employment history

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| --- |
| Please list your current and all previous employers. Any gaps in employment must be explained and a continuation sheet used, if required. If you have been dismissed from any previous employment, please specify below. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employers’ names, addresses and type of business | Job title, Key responsibilities | Dates of employment | | Salary/  Grade | Reason for leaving |
| From | To |
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| 3. Education, qualifications and training – any gaps must be explained and a continuation sheet used if required. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of school, college, university etc. | Name of course | Dates | | Qualification/grade achieved |
| From | To |
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| 4. Professional association membership |

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| --- | --- | --- |
| Name of professional association | Year of membership | Grade/level |
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5. Personal statement

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| Relevant abilities, skills, knowledge and experience  Tell us how your abilities, skills, knowledge and experience meet the Person Specification, drawing on all aspects of your education and experience, including paid employment and unpaid work. |

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6. Right to work in the UK

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| --- | --- | --- |
| Are you required to have a UK work visa/permit? | Yes  No | |
|  |  | |
| If yes, do you have a valid visa/permit? | | Yes  No |
|  | |  |
| If yes, when does it expire? | | dd/mm/yyyy |
|  | |  |
| If yes, Please specify the type of Visa (Example: Tier 2) | |  |
|  | |  |

7. References

|  |
| --- |
| Please give details of two referees from whom confidential enquiries may be made. Your referees should be from your current or most recent employer or your current educational establishment. Please note references will be taken up prior to interview for all shortlisted candidates. Educational referees should only be given where this will be your first employment following qualification. If you are applying for a post which involves working with children or vulnerable adults, you will be required to supply references which go back 5 years. Please attach these on a separate sheet. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of referee: |  |  | Name of referee: |  |
|  |  |  |  |  |
| Job title: |  | Job title: |  |
| Organisation: |  | Organisation: |  |
| Address: |  | Address: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
| Capacity in which known to you: |  | Capacity in which known to you: |  |

8. Declaration

|  |
| --- |
| All applicants are required to declare personal relationships with existing employees/ those affiliated with The Shared Learning Trust.  Are you related to, or a close friend of, any member affiliated with The Share Learning Trust? Yes  No  If yes, please provide the following details:  Name:  Relationship:  Address: |

Any financial interests that applicants may have in contracts with the Trust or pending tenders must be declared.

Are you or any of your relative’s party to an existing contract or involved in any competitive tendering process?  
Yes  No

If yes, specify the contract details:

**Teaching Disqualifications**

Have you ever been disqualified from Teaching? Yes  No

If yes, please specify and confirm if the sanction is spent:

9. Declaration of Criminal Offences

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The job for which you are applying involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act 1974. You are required to declare any convictions or cautions you may have, even if they would otherwise be regarded as "spent" under this Act. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. As the occupant of the post will have substantial access to children, a disclosure request will be made to the Disclosure and Barring Service (DBS) to ascertain whether their records reveal any criminal convictions (including spent ones) relating to the successful applicant. All information given will be treated in the strictest confidence and will be used for this job application only. The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. In making this decision the panel will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant. | | | | |
| Your application will not be considered without completion of this section. | | | | |
| Nature of offence(s) | Details of offence(s) | Place and date of judgement(s) | | Sentence(s) |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
| All information given will be treated in the strictest confidence and will be used for this job application only.  I certify that, to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to instant dismissal without notice. | | | | |
| Signed - Applicant: | | | Date (dd/mm/yyyy): | |
| Name (please print) | | |  | |

**Diversity Monitoring Form**

The Shared Learning Trust aims to have a workforce that reflects the diversity of talent, experiences and skills of our learners.

We monitor the composition of our workforce to ensure that is representative and that all staff are treated fairly. In addition, we are committed to promoting race equality, under the Race Relations (Amendment) Act 2000, which applies to everything the trust does. The information you give on this form will remain strictly confidential, in accordance with the Data Protection Act 1998, and will not affect any decision to employ you.

**Date of Birth:** dd/mm/yyyy

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Age:** | * Under 20 | * 20-29 | * 30-39 | * 40-49 | * 50-59 | * 60 and over |

**Disability**

The Disability Discrimination Act 1995 defines a disability as ‘A physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities’. In this definition, long term is taken to mean more than 12 months.

Do you consider that you have a disability under the Disability Discrimination Act definition?

|  |  |
| --- | --- |
| * Yes | * No |

If you have answered ‘Yes’, please select the definition/s from the list below that best describes your disability/disabilities:

|  |  |
| --- | --- |
| * Hearing (such as deaf, partially deaf or hard of hearing) | * Reduced physical capacity (such as inability to lift, carry or otherwise move everyday objects, debilitating pain and lack of strength, breath, energy or stamina, asthma, angina or diabetes) |
| * Vision (such as blind or fractional/partial sight. Does not include people whose visual problems can be corrected by glasses/contact lenses) | * Severe disfigurement |
| * Speech (such as impairments that can cause communication problems) | * Learning difficulties (such as dyslexia) |
| * Mobility (such as wheelchair user, artificial lower limb(s), walking aids, rheumatism or arthritis) | * Mental illness (substantial and lasting more than a year, such as severe depression or psychoses) |
| * Physical co-ordination (such as manual dexterity, muscular control, cerebral palsy) | * Other disability (please specify) |

**Ethnicity**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Asian or Asian British** | **Black or Black British** | **Mixed** | **Other** | **White** |
| * Bangladeshi | * African | * White and Asian | * Chinese | * British |
| * Indian | * Caribbean | * White and Black African | * Other | * Irish |
| * Pakistani | * Black British | * White and Black Caribbean |  | * Other |
| * Other | * Other | * Other |  |  |

If you selected any of the ‘other’ categories, please tell us how you would further describe yourself:

**Faith**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * Agnostic | * Atheist | * Buddhist | * Christian | * Muslim |
| * Hindu | * Humanist | * Jain | * Jewish | * Sikh |
| * No religion | * Prefer not to say | * Other faith (please specify) |  |  |

**Gender**

|  |  |
| --- | --- |
| * Female | * Male |

**Sexuality (Optional information)**

|  |  |  |  |
| --- | --- | --- | --- |
| * Bisexual | * Gay | * Heterosexual | * Lesbian |

In addition, if you prefer to define your sexuality in terms other than those used above, please let us know.

I certify that, to the best of my knowledge, the information I have provided on this application form, and on my completed declaration of criminal offences form, is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to dismissal without notice. I give explicit consent that the information provided by me on this form may be processed in accordance with the Trusts registration under the 1998 Data Protection Act and authorise the disclosure of personal data when references are taken up.

|  |  |
| --- | --- |
| Signed – Applicant: | Date: dd/mm/yyyy |
|  |  |

*Please return your completed application form to:* The Human Resources Team, The Shared Learning Trust, Dunstable, Bedfordshire LU5 4QP *or by email to:* academy[recruitment@](mailto:recruitment@barnfield.ac.uk)thesharedlearningtrust.org.uk*.* If you have not heard from us within four weeks of the closing date you may conclude that you have not been shortlisted.

|  |  |  |
| --- | --- | --- |
| For office use only | | |
| Application withdrawn | Post withdrawn | Shortlisted Yes  No |
|  |  | Appointed Yes  No |