



RECEPTIONIST & REPROGRAPHICS TECHNICIAN

INFORMATION PACK FOR CANDIDATES

December 2017

Dear Applicant

Thank you for your enquiry regarding a position of Receptionist and Reprographics Technician at Oasis Academy Enfield.

I hope you find the information pack helpful. If you feel that that this is a post for which you would like to apply, please complete all sections of the Application Form and the Equal Opportunities monitoring (CVs are not accepted) and return them to Sue Radford, HR Manager, by either of the following ways:

Email: [sue.radford@oasisenfield.org](mailto:sue.radford@oasisenfield.org) or [recruitment@oasisenfield.org](mailto:recruitment@oasisenfield.org)

Post: Oasis Academy Enfield  
9 Kinetic Crescent  
Innova Park  
Mollison Avenue  
Enfield  
EN3 7XH

The closing deadline for applications is no later than **8.00 am on Wednesday 13<sup>th</sup> December 2017**. Please ensure you provide the name, address and status of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be held soon after the closing date. If you have not been invited to attend by Monday 18<sup>th</sup> December you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

If you would like to know more about us before you apply please see our website [www.oasisacademyenfield.org](http://www.oasisacademyenfield.org), or if you are not clear about any aspect of the application procedure, do not hesitate to contact us for clarification. Visits to the Academy are welcome by prior arrangement.

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours sincerely

A handwritten signature in purple ink, appearing to read 'Neil Hassell'.

Neil Hassell  
Principal

## About Oasis Academy Enfield

Oasis Academy Enfield opened in 2007 and is located on the Innova Park site in North East Enfield. Although independent, Oasis Academy Enfield works closely with the Local Authority, local schools and other organisations for the good of all within the community. The young people who join the Academy have access to excellent facilities, exciting opportunities and first-class support. They are subject to high expectations and are stretched and challenged in their learning and personal development. All students are treated as individuals; there is no 'one size fits all' approach. Personalising learning is our aim, giving students the education they need and want. Learning is active, hands on, engaging and fun. Oasis Academy Enfield is a school for the community and a school for the 21st Century, preparing our young people for their future.

**The school was inspected by Ofsted in April 2015 and judged Good in all categories.**

- Students make good progress from below average starting points to achieve above average outcomes
- Behaviour is good
- Teaching is good
- Students make rapid and sustained progress including those who come from disadvantaged backgrounds
- This school is committed to nurturing students with both academic competence and fully developed character
- Oasis schools are committed to having a positive transformative impact on disadvantaged communities through world-class education

### Local Context

The Academy mainly serves the culturally and economically diverse local communities of Ponders End, Enfield Lock and Enfield Highway in North Eastern Enfield. A significant number of students travel across the borough to attend the Academy. The RAISE online deprivation indicator for Oasis Academy Enfield is 0.49 – in the highest quintile. The intake of the Academy is changing with all indicators showing increasing levels of deprivation. Free School Meals is at 53%, students from ethnic minority backgrounds 73%, English as an additional language is at 35%. Over 30 languages are spoken in the Academy.

**Oasis Academy Enfield is a well-respected and influential local school of choice, because:**

- Our ethos nurtures academic excellence and strength of character
- Learning is inspired by great teaching; staff strive to be and are supported to be outstanding teachers and leaders
- Students, from all starting points, make progress and achieve outcomes significantly exceeding national averages
- Great behaviour supports great learning because students care about themselves, each other and are proud of their communities
- There are high expectations of everyone

**and therefore produces young people who have a positive, transformative impact on their community.**

## **Learning – Curriculum**

We provide a curriculum which caters for the individual needs and interests of students and offers a secure base of academic and vocational learning. Our Virtual Learning Environment enables students to access both class work and Extended Learning from home and communicate with their teachers via email.

### **Key Stage 3**

Students follow learning programmes based on National Curriculum schemes of work in English, Maths, Science and Computing and ICT. They have access to the Humanities, Arts, Technology, Sports and Languages through the core curriculum, during our immersion sessions and optional learning pathways. Students have the unusual chance to choose optional subjects from the end of Year 8 – a year earlier than in most schools. Our programme of extra-curricular activities includes a wide range of sporting and leisure interests as well as sessions put on by staff to help with progress in examination subjects.

### **Key Stage 4**

In Key Stage 4 students follow a core curriculum of English, Maths, Science, PE and Humanities. Students then choose from a full complement of GCSEs, BTEC and other vocational courses. Students begin GCSE and other Level 2 options in Year 9 and have the opportunity to take exams at the end of Year 9 and 10 where appropriate. Others are able to take three years to complete Key Stage 4. We work closely with Enfield Local Authority to offer a range of flexible, vocational courses for students who wish to pursue this route of learning. As a Business & Enterprise specialist school the Academy develops excellence in students' enterprise skills through regular whole-Academy events and in a variety of enterprise-focused subjects. The curriculum is divided into four modules and once in this period we involve students in an "Oasis Life + Day" which covers important aspects of citizenship, personal, health and social education. This involves engaging with visiting groups and taking part in workshops.

### **Sixth Form**

Our Sixth Form opened in September 2012 in accommodation on Innova Park – a short distance away from the Academy. However we are very excited that the Sixth Form will soon be relocating to the main Academy building where they will have some dedicated facilities including a common room and IT suite. We offer a wide range of A-Level courses together with Level 3 BTEC and a selection of Level 2 BTEC and GCSE qualifications.

Our membership of The Access Project enables students in years 11 and 12 to receive weekly mentoring from personnel in top city law and accountancy firms as well as gaining valuable experiences that can be captured in their UCAS forms.

## **Learning – Organisation**

All students belong to a Learning Family, a group of no more than 30, supported by a Learning Family Guide. The Learning Family Guide gets to know the young person's interests, skills, talents and needs. The Learning Family Guide works with the student and parents/carers to personalise their learning, helping them choose the right courses and ensuring they develop the skills needed for effective learning. The members of a Learning Family support and guide each other, sharing experiences and knowledge. We especially see the benefit of students encouraging one another and believe this peer support motivates the students to succeed. In Years 7 and 8 much of the learning takes place in Learning Families which provides a sense of security in the first years of secondary education. Different combinations of students in classes are used to deliver the core subjects at Key Stages 3 and 4 (English, Maths and Science) and Pathway subjects further up the Academy. Students are grouped according to the stage they are at, with targeted teaching and support that enables good progress to be made by all students. Learning Family Guides receive information from subject teachers and feed back to students and parents/carers on progress being made. Discussions involving Learning Family Guide, student and parents/carers result in Personal Learning Programmes being developed. By treating students as individuals we ensure they study the subjects that suit their abilities, set appropriate learning targets and develop ambitious and exciting future goals.

## **Community – Living and learning together**

### **Community Hub**

The vision of the Academy is to create both an outstanding school and a community hub. Our building gives us the opportunity to combine the impact of a school, church and Youth Service in one integrated package.

### **Oasis Church**

The church was established to support and work alongside the staff, students and families associated with the community hub at Enfield. We want to create a community hub that is a hive of activity and serves a purpose within this community. The church is motivated by the life and work of Jesus Christ. Church gatherings take place every Sunday morning between 11.00am and 12.30pm in the Academy. We start with hot drinks and then discuss the Bible, sing and pray for about an hour. Every couple of months we host a family event and take on a project that would be of practical use for the community.

### **Youth Service**

The Youth Service team was set up in September 2006 and operates with both full-time staff and gap year volunteers. The Youth Centres operates at Enfield Island Village and targets the 11-19 age range. The team also operates a full range of holiday activities, workshops and projects. Enfield Island Village club offers everything from table tennis, a dance group and a specialist music studio. Holiday activities include workshops for music, DJ-ing, first aid and graffiti art.

### **Facilities**

As a new Academy we have excellent facilities in a building designed for 21st Century education. The centrepiece of our Academy is the Agora; a large, open 'market place' where students' work and achievements are showcased. The Academy has many eco-friendly features: solar panels and wind turbines, an eco-construction site and garden area.

We are ICT rich with easy access to the Academy network, both in and out of school. Parents/carers are able to access information on their child's attainment, progress and attendance at any time. Staff are provided with a laptop for the duration of their employment.

Staff have the use of gym facilities outside of the school day and tea and coffee are provided free of charge.

### **About Oasis Community Learning**

Oasis Community Learning was set up in 2004 with the express purpose of transforming learning, lives and communities through the development of the Oasis Academies.

The vision of Oasis Academies is to create both outstanding schools and community hubs. As well as delivering first-class and innovative education, Oasis builds 'Hubs' in the area it works in; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community.

Oasis Community Learning seeks to create and sustain networks of excellent learning communities working in the context of the Oasis Ethos where every student can reach their full potential. Oasis believes this can be achieved through clear leadership, outstanding staff, a positive and affirming environment, strong partnership between students, parents/carers and the local community, along with the wider national and international links the Oasis' global operations create.

Our ethos is an expression of our character- it is a statement of who we are and therefore a lens through which we assess all we do. The work of Oasis Community Learning is motivated and inspired by the life, message and example of Christ. This is encapsulated by the following five statements:

a passion to include everyone  
a desire to treat everyone equally, respecting differences  
a commitment to healthy and open relationships  
a deep sense of hope that things can change and be transformed  
a sense of perseverance to keep going for the long haul

The full Education Charter explains how our ethos impacts in Oasis Academies and can be found on [www.oasiscommunitylearning](http://www.oasiscommunitylearning)



# Job Description

<b>POST:</b>	Receptionist / Reprographics Technician
<b>RESPONSIBLE TO:</b>	Office Coordinator
<b>SALARY:</b>	Grade 3 SCP 14 – 18 (£18,759 - £19,917 per annum (Outer London Scale). Pro rata for term time only role - £15, 945 - £16,930
<b>LOCATION:</b>	Oasis Academy Enfield
<b>WORKING PATTERN:</b>	37 hours per week x 39 weeks per annum term time
<b>DISCLOSURE LEVEL:</b>	Enhanced
<b>JOB PURPOSE:</b>	To perform reception, telephone and reprographic duties and to carry out some administrative support for the Academy.

## **SPECIFIC RESPONSIBILITIES:**

### **A. Reception Duties**

1. To perform reception and telephone duties to provide courteous advice, information and help to staff, students, parents and outside agencies in a manner reflecting the ethos of the Academy.
2. To convey messages to staff, parents and students promptly and accurately.
3. To respond to e mails of a general nature.
4. To provide refreshments for meetings.
5. To maintain a welcoming and resourced reception area reflecting the ethos of the Academy.
6. To monitor stocks of office stationery and to liaise with the Finance Assistant to place orders when required.

### **B. Reprographic Duties**

1. To provide a reprographic service across the Academy to include photocopying of letters, worksheets and documents and collating booklets as required.
2. To maintain stocks of all proformas for use within the Academy.
3. To use office machinery including laminator, shredder, comb binder and guillotine as required.
4. To maintain stocks of paper, laminating pouches etc. for the whole school
5. To change empty toner and stapler units on the photocopiers as necessary and carry out simple maintenance tasks including calling an engineer if required.
6. To maintain a tidy working area.

### **C. General**

1. To provide basic administrative support as required for the office and Academy Leadership team. This will include word processing certificates and letters, some of a confidential nature, setting up meetings and contacting parents and outside agencies.
2. To create and maintain manual and electronic filing and information storage and retrieval systems to record, process and report information.
3. To sort and distribute incoming mail and prepare and frank outgoing mail.
4. To carry out administration duties for the behaviour team when required

### **D. Other Duties**

1. To be aware of issues regarding confidentiality and child protection and work accordingly with regard to Academy procedures.
2. To work in a co-operative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy.
3. To work with students within the framework of the school in a courteous, positive, caring and responsive manner.
4. To take an active and positive role in the Academy's commitment to the development of staff and review procedures.
5. To present oneself in a professional way that is consistent with the values and expectations of the Academy.
6. To be responsible for promoting and safeguarding the welfare of children and young persons.
7. To participate in the life of the Academy.
8. Other duties as can be reasonably expected by the Principal.

### **E. Safeguarding Children**

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**



# Receptionist/ Reprographics Technician

## Person Specification



### Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

### Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent in English and Mathematics grade C or above</li> </ul>	<ul style="list-style-type: none"> <li>Some secretarial training</li> </ul>
<b>Experience, Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Excellent communication skills</li> <li>Ability to converse at ease with parents/students and members of the public in accurate spoken English</li> <li>Ability to work under pressure and respond to deadlines</li> <li>Up-to-date working knowledge of IT systems and working knowledge of MS Office suite of applications including mail merge</li> <li>Good written communication</li> <li>High attention to detail</li> <li>Understanding of the practical application of Equal Opportunities in an Academy context</li> </ul>	<ul style="list-style-type: none"> <li>Experience in a secondary school setting</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Strong people skills with a warm and engaging manner</li> <li>Good sense of humour</li> <li>Good organisational skills,</li> <li>Ability to reflect</li> <li>Enthusiastic, reliable and committed</li> <li>Ability to work as part of a team</li> <li>Able to deal with people from a broad cross-section of backgrounds at all levels internally and externally</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to remain discrete when privy to confidential information</li> <li>• Flexible, mature and balanced approach to work</li> <li>• Able to demonstrate initiative and work unsupervised</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</li> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li> </ul>	
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## Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

### Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

- Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

### Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving license including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

### ***For teaching posts***

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.

