



**Beacon Academy**  
Ambitious for excellence in all we do



## RECEPTIONIST

37 hours per week, term time only  
Immediate start available  
Single Status Grade 4

**Information for Applicants**



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Headteacher: Ms A Robinson

National Teaching School  
designated by  
  
National College for  
Teaching & Leadership

National Support School  
designated by  
  
National College for  
Teaching & Leadership



INVESTORS  
IN PEOPLE

Silver  
Until 2018



Dear Applicant

**Post of Receptionist**

We are looking to appoint a receptionist with excellent administration and communication skills to work at our beeches site. The successful candidate will play a key role in communicating with parents, students, staff, governors, outside agencies and other visitors to the Academy. The successful applicant will be well organised, personable, motivated and hard-working.

The role is for 37 hours per week to be worked over 5 days, Monday to Friday, term time only. The working hours will be 8:00am to 4:00pm three days per week and 8:00am to 3:45pm two days per week. This role is paid on Single Status Grade 4, currently £17,173- £17,681 per annum full time equivalent. Actual salary will be £14,887 - £15,572. All posts are subject to DBS enhanced clearance, health checks and satisfactory references.

Please find below relevant information, which has been prepared to help you with your application. It includes:

- The job description
- The person specification

Closing date: 10am on Friday 21 September 2018

A completed application form should be returned via email to [vacancies@beacon-academy.org](mailto:vacancies@beacon-academy.org) . Please be advised that we do not accept curriculum vitae.

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For further details please contact the Human Resources department on 01892 603078 or email [vacancies@beacon-academy.org](mailto:vacancies@beacon-academy.org)

Yours sincerely

Human Resources

## Post of Receptionist



Thank you for your interest in this post at Beacon Academy.

### Context

We are a split site, rural, mixed 11-18 non-selective converter academy with approximately 1300 students, including over 250 students in our Sixth Form. We are situated centrally in Crowborough on the outskirts of the Ashdown Forest, an area of outstanding natural beauty. We are close to Tunbridge Wells and the South Coast. The vast majority of our staff travel to Beacon from a variety of destinations within the South East, including Brighton, Eastbourne, Lewes and Tunbridge Wells. We draw students from over 10 primary schools in Crowborough and the surrounding areas, while also attracting an increasing number of students from outside this traditional catchment area, from Kent and from the independent sector. This wide catchment area generates our truly non-selective intake, both in terms of ability and socio-economic background. Our sixth form provision is accommodated entirely at our Green Lane site, an 800m five minute walk from our main Beeches site which accommodates years 7-11. We are immensely proud that we retain a high proportion of our Sixth Form students from Beacon Academy as well as recruiting students from other local and international schools.

### Vision, culture, expectations and outcomes

Our vision is to provide the best possible education for all of our students and to be ambitious for excellence in all we do. Whether a member of staff, trustee (governor) or student, we all work relentlessly to inspire and believe in one another to achieve our ambitions and succeed in life.

At Beacon Academy there is an expectation that as staff and students, we will work hard, be ambitious, self-motivated, inquisitive, resilient and determined to succeed. Our students work incredibly hard, are polite, respectful, well behaved, well presented and ready to learn. They are expected to be caring, considerate and tolerant in lessons, social time and whilst travelling to and from school. These areas are reinforced and adopted positively by staff and students alike – there is a tangible sense of pride in being part of Beacon. Our students are meticulously supported by our experienced, loyal, highly skilled and highly effective team of staff. This includes a dedicated, non-teaching Student Support Team consisting of a Head of Year (teaching staff) and an Assistant Head of Year (non-teaching staff) for each year group who support them throughout their time at Beacon Academy.

The rigorous focus on all of our students as unique individuals is paramount. There is an unprecedented determination and commitment from everyone who works at Beacon that they will succeed. We work diligently on our unapologetically high expectations, allowing us to foster exceptional relationships in an environment that is consistently calm, safe, happy and orderly. I have no doubt that the combination of this with our broad, balanced curriculum and outstanding teaching contributes significantly to our sustained improvements across the board. Our latest A-Level and GCSE results are testament to this and to the teamwork of our phenomenal students and staff.

We are immensely proud and delighted to be celebrating the best ever A-Level and GCSE results in our sixty year history. Despite a decline in national GCSE results, we find ourselves once again significantly above county and national averages. These results now place Beacon Academy as the top performing school in East Sussex and one of the top performing schools nationally.

### GCSE Success

We have a vast amount to celebrate in terms of our outstanding GCSE results. These exceptional outcomes are a testament to our phenomenal team of staff and hardworking students. Over 77% of our students have achieved five or more GCSEs including English and Maths at grades 9-4 (the new standard pass – the old A\*- C grade and above).

Some other highlights are:

- Over 60% have achieved five or more GCSEs including English and Maths at grades 9-5 (a strong pass – the new measure).
- More than a quarter of our students have achieved five or more A\*- A grades.
- Nearly half of our students have achieved five or more A\*- B grades.

We have also had some truly exceptional subject performances once again this year.

- In Mathematics, a third of the whole year group achieved the very top grades of 9-7 (the old A\*- A). 85% achieved grades 9-4 (the old grades A\*- C and above) and 67% achieved grades 9-5.

- In English, a quarter of the whole year group achieved the very top grades of 9-7 (the old A\*- A). 82% achieved grades 9-4 (the old A\*- C and above) and 70% achieved grades 9-5.
- Biology, Chemistry and Physics all achieved over 95% A\*- C grades.
- Physical Education and Performing Arts (Drama) achieved 93% and 92% respectively.
- Modern Foreign Languages achieved 89% A\* - C for French and 84% A\* - C for German.
- Photography achieved 80% A\*- C, Art and Design achieved 78% A\* - C and Dance 75% A\*- C.

### **A-Level Success**

We secured just under 100% pass rate at A-Level. This was supported by an A\*- A rate of 30%, A\*- B rate of 59% and an A\*- C pass rate of 83%. These results are a further increase on consistently improving results. Over 89% in Geography, 86% in Mathematics, 75% in Religious Studies, 100% in English Literature, 71% in Biology, 82% in History and 70% in Chemistry achieved the prestigious A\*- B grades.

This is our highest performance ever across the board with our A-Levels and these exceptional outcomes have ensured that our wonderful, hardworking and determined students have been able to secure their futures at their first choice universities. Over 95% of our Year 13 cohort who applied to go to university were accepted to their choice and 47% achieved places at the esteemed Russell Group universities.

### **National Teaching School and National Support School**

Beacon Academy is one of approximately 65 schools nationwide that has been selected to become a National Teaching School in the latest recruitment round, taking a leading role in recruiting and training new entrants to the profession. I am also one of approximately 75 Headteachers to be appointed to the role of National Leader of Education in the latest recruitment round.

At Beacon Academy, the quality of teaching, learning and assessment is expected to be highly effective, enabling all students to make excellent progress. Our performance management systems and associated continuing professional development and learning (CPDL) are tailored to support excellence in teaching, focussing entirely on what good and outstanding teaching looks like in each subject across each key stage. We have a highly acclaimed NQT and ITT programme, recognised as outstanding. Furthermore, we have developed a programme to continue to support teachers in their second and third year with our Recently Qualified Teacher (RQT) programme. We have also developed and deliver an internal Excellent Teacher Programme (ETP) to support colleagues with their CPDL.

We invest in our staff and this has been recognised through the award in November 2015 of the prestigious Investors in People Silver status. This reflects our leadership, management, communication and training across the school.

Beacon Academy is on an exciting journey towards becoming an exceptional school. We are judged to be a good school with outstanding leadership. Ofsted and our results confirm this. Trustees, staff, parents and students know this. We have a rigorous, relentless and uncompromising focus on ensuring that all students leave Beacon with the best set of qualifications possible, equipping them for our rapidly changing, highly competitive but exciting world.

### **To apply**

Once again, thank you for your interest in the post of Receptionist. Please see the details on page 12 on how to apply for this role.

If you wish to have an opportunity to discuss this post informally, please contact Holly Taylor, HR Manager on 01892 603000, or email [h.taylor@beacon-academy.org](mailto:h.taylor@beacon-academy.org)

Completed application forms should be e-mailed to the HR Department at [vacancies@beacon-academy.org](mailto:vacancies@beacon-academy.org)

Beacon Academy is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment. Please come and visit us at any time and see for yourself. To arrange a visit please contact the HR Department.



**Anna Robinson**  
**Headteacher**

# EXAMINATION RESULTS

## Key Stage 5 - A-Level & Equivalents

	2014	2015	2016	2017
	Beacon %	Beacon %	Beacon %	Beacon %
A* - A	21	24	23	30
A* - B	39	47	50	59
A* - C	76	77	79	83
A* - E	99	99	100	98

## Key Stage 5 - A-Levels only

	2015		2016		2017	
	Beacon %	National %	Beacon %	National %	Beacon %	National %
A* - A	21	26	24	26	27	26
A* - B	47	53	55	53	54	53
A* - C	75	77	81	74	80	77
A* - E	99	98	100	98	97	97

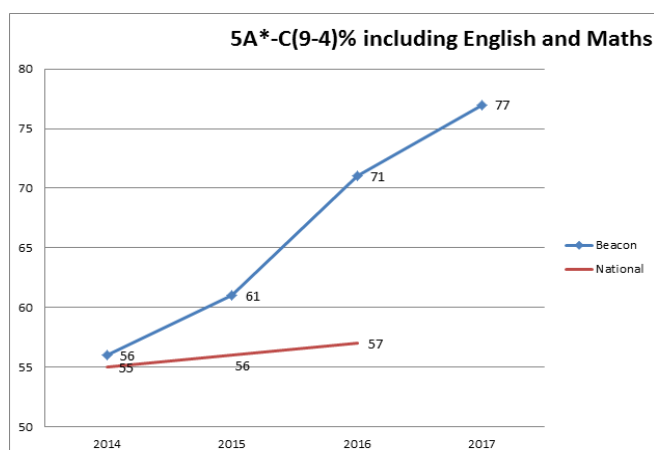
## Key Stage 4 - GCSE & Equivalents

	2015		2016		2017		
	Beacon %	National %	Beacon %	National %	Beacon %	National %	E/Sussex %
A* - A	16	-	22	-	30	-	-
Basics (English & Maths @ 4+)	69	58	75	62	77	64	61
Basics (English & Maths @ 5+)	-	-	-	-	59	43	38
5 A* - C including English & Maths @ 4+	61	56	71	-	77	-	-
5 A* - C including English & Maths @ 5+	-	-	-	-	60	-	-
English A* - C (9-4, standard pass)	80	65	80	68	82	68	73
Maths A* - C (9-4, standard pass)	74	63	82	74	84	69	66
English A* - C (9-5, strong pass)	-	-	-	-	70	52	58
Maths A* - C (9-5, strong pass)	-	-	-	-	66	49	43
Ebacc A* - C (9-4, standard pass)	30	24	40	24	36	24	19
Ebacc A* - C (9-5, strong pass)	-	-	-	-	35	21	-
Overall Attendance	94.4	94.8	95	-	93	-	-

Attainment 8	49.1	48.1	53.1	49	54	46	-
Progress 8	0.19	0	0.38	0	0.8	0	-

\*Provisional  
figures correct at  
time of publishing

- Figures  
unavailable





## STAFF TESTIMONIALS

I initially joined Beacon Academy as a PE and Spanish teacher in September 2004. I was given the opportunity to develop my skills and understanding on how to become an outstanding teacher from my first year. Before commencing my teaching career I worked as a Personal Trainer in London and have not looked back since.

Over the years Beacon have given me many opportunities to develop my professional development having led on many areas such as Head of Year; Head of Key Stage; Head of Department (in two different subjects), Associate Assistant Head of Academy focusing on Progress and Achievement and in my current role as Senior Assistant Headteacher.

Beacon Academy is an amazing place to work because of the friendly and helpful staff, there is a strong culture of collaboration and support that allows everyone to develop their practice. The strong focus upon CPD provides everyone the opportunity to learn the latest cutting edge developments in education and this is a major benefit for anyone wishing to further develop their practice. Our facilities and new technology allow us to provide engaging lessons to provide our learners with the perfect learning environment.

I would recommend Beacon Academy to anyone wanting to teach in a school that favours aspirational ethics and outstanding practice, because there are so many opportunities for ambitious staff who are keen to collaborate, develop and share best practice in order to progress in their career.

**Keith Slattery: Senior Assistant Headteacher**



I started working at Beacon Academy in May 2014. My previous role working with vulnerable young people in Kent gave me the skills and experience I needed to apply for the post.

The interview tasks were tough and competition was high, but thankfully by the end of the day, I was informed that I had been successful and would start my new role in a month's time. From the day that I started, I was made very welcome by staff at Beacon and have joined a fantastic team who support each other and work hard to improve the outcomes for the students in our care.

The most rewarding part of my role is building successful relationships with students and their parents in order to support them with any difficulties they may be experiencing at home or in school. I feel settled and confident within the school. I am still learning and being faced with new challenges every day, but challenges that I enjoy and working within a school that recognize the importance of the Student Support role alongside teaching and learning to support the whole child's wellbeing.

**Krysten Hicklin: Student Support Services Manager**

I have thoroughly enjoyed coming to work at Beacon Academy. The commitment and dedication from the staff to ensure students are achieving, and going above in and out of lessons is amazing to see. As an NQT I've received so much support from other members of staff and feel like I can ask anyone for help. The commitment and extra time given to the students is what makes Beacon such a good school to work in.

**Imogen Mepham: Teacher of Mathematics**



Having joined Beacon Academy as an NQT in September 2014, I have been fortunate enough to work alongside a supportive and passionate staff body, led by an exceptional senior team. The School's vision is clear: every student deserves to reach or extend their potential, and every staff member should enjoy and take pride in their role. There is an emphasis on Teaching and Learning, with a wide array of CPD events, and, opportunities to observe and share outstanding practice. The school has high standards on behaviour, which ensures that students can achieve and excel. Ultimately, it is an environment where teachers can teach, and students can learn.

**Toby Horrocks: Head of History**



**At Beacon Academy, whether a student, a member of staff, a parent, carer or a trustee, we will all:**

**Inspire one another  
Believe in one another  
Achieve our ambitions  
Succeed in life**





## BEACON ACADEMY

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Receptionist</b>
<b>PAY SCALE:</b>	<b>Single Status Pay Scale 4</b>
<b>JOB PURPOSE:</b>	<b>To provide an effective and efficient reception service at the Academy's Beeches site and to provide administrative support as and when necessary.</b>
<b>ACCOUNTABLE TO:</b>	<b>PA to Deputy Headteachers</b>

*The Beeches Receptionist post is for 37 hours per week, term time only.  
Hours of work are 8.00am to 3.45pm, two days a week and 8.00 am to 4:00pm three days a week (Monday to Friday) with a half an hour lunch break each day (unpaid)*

#### **Main Duties and Responsibilities:**

- To receive visitors, sign them in to the Academy and assist them as appropriate.
- To maintain the reception area ensuring it is tidy and welcoming for visitors.
- To operate the switchboard – redirecting calls, taking messages, announcing calls where appropriate, and ensuring that recorded messages are current and relevant.
- To frank and sort the post, listing the daily cost of post and making a note of expensive items, and reconciling monthly.
- Sorting and distributing external and internal mail.
- To support the Deputy Headteachers PA with the updating of the whole school diary in outlook.
- To support the Deputy Headteachers PA with the coordination and administration of student ambassadors and student leadership.
- To regularly check the school website and cross reference with the school diary to ensure that details read across.
- To create, edit and cascade the weekly staff communicator and student bulletins.
- To assist the Executive Assistant to the Headteacher and Deputy Headteachers PA with record keeping and updating of Academy records.
- To keep an overview of student travel arrangements, liaising with County as appropriate and processing applications received for the 3iD applications and Kent 16+ Travel scheme.

- To support the department administration team and complete administration tasks as required.
- To undertake any other appropriate duties as required by the Line Manager.

**General Support:**

- Report student and Academy issues in line with the Academy's policies for health and safety, child protection, behaviour management etc
- Attend meetings and training sessions as required
- Be aware of and act in line with Academy policies and procedures as outlined in the Staff Handbook
- Be involved in extracurricular activities, e.g. open days, presentation evenings as required
- To handle all confidential correspondence and matters with discretion at all times

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*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Academy as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.*

## Person Specification

	Essential Criteria	Desirable Criteria
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Grade C or above GCSE Maths and English (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• ICT Qualification</li> <li>• Office administration qualification</li> <li>• Customer service qualification</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a team</li> <li>• Experience of working with a variety of audiences using various methods of communication.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working on a School Reception.</li> <li>• Experience of working with children and young adults</li> <li>• Experience of working on a professional reception</li> <li>• Experience of working in a customer service role</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to provide a pleasant and professional welcome to all visitors to the academy.</li> <li>• Excellent time management skills.</li> <li>• Ability to multitask and use initiative.</li> <li>• Good numeracy and literacy skills.</li> <li>• Excellent communication skills both oral and written.</li> <li>• Excellent customer service skills.</li> <li>• Basic ICT skills (word, excel, power point) and ability to use email etc.</li> <li>• Ability to manage own workload with limited supervision.</li> <li>• Ability to offer a firm but friendly approach and be self-confident in dealing with people.</li> <li>• Ability to relate to children and adults.</li> <li>• Ability to build effective working relationships with all students and colleagues.</li> </ul>	



## APPLICATIONS

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all students in a school with sustained improvement and a culture of high expectations and ambition, please ensure you:

1. Complete the statutory application form
2. Provide a letter of application that is no longer than 2 sides of A4. It is recommended that your letter is structured according to the main headings of the person specification. Please include any achievement data that are applicable to the role you are applying for. If possible, this should be across 3 years; otherwise please provide your latest set of results.
3. Provide two references, one of whom must be the Headteacher from your current school or most recent significant employer.

Completed applications should be sent to:

Human Resources  
Beacon Academy  
North Beeches Road  
Crowborough  
East Sussex TN6 2AS  
Telephone: 01892 603078  
Email: [vacancies@beacon-academy.org](mailto:vacancies@beacon-academy.org)

Beacon Academy is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The Academy is also committed to providing a supportive and flexible working environment to all its members of staff. The Academy recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. Please refer to our Recruitment, Selection and Disclosure Policy and Procedures which supports our statutory obligation to comply with Keeping Children Safe in Education 2016. Further information can be found on our website.