

University Academy of Engineering South Bank
School Receptionist Recruitment Pack



School Receptionist

University Academy of Engineering South Bank

April 2018

University Academy of Engineering South Bank

School Receptionist Recruitment Pack

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University Academy of Engineering South Bank

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Welcome Letter



Dear Applicant,

Thank you for taking the time to find out more about this exciting opportunity at the University Academy of Engineering South Bank. This recruitment pack has been designed to give you information about the role with details of the Academy, our sponsors and academic partners.

We are a happy school with high standards of behaviour where students feel safe and secure. Our teachers build strong relationships with every individual student, they nurture their personal growth and through carefully designed experiences support them to become confident, ambitious and socially responsible young men and women.

We have thought hard about what we need to teach and how we need to teach it. Through our curriculum students explore a rich body of knowledge across a broad range of subjects. We supplement this with a rich and extensive enrichment curriculum of special contextualised projects, educational visits, lectures, community projects and a range of additional clubs and societies.

The importance of developing STEAM (Science, Technology, Engineering and Maths) skills in schools has been well documented in the media over recent years but here at UAE South Bank we feel passionately that the confidence and creative mind-set that the Arts engender in our students is equally crucial to their development. To this end, we are proud to be a STEAM school where cutting

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edge technology, an exciting Arts curriculum and strong teaching all help our students develop the knowledge, skills and confidence needed to enable them to fulfil their ambitions and make their mark on the world.

Our students are given significant opportunities to make decisions about their learning in lessons and in the enrichment activities they participate in. We know how important it is for students to take ownership of their education as it increases their engagement in it. Our commitment to this is implicit in our statement that in our school you 'Create your future'.

We are sponsored by London South Bank University (LSBU) and this partnership provides our students with exceptional opportunities and support throughout their time at our school.

The role would suit a successful, talented and enthusiastic professional with a proven record of team work, multi-tasking and being highly organised.

To apply, please complete the application form that can be found online at www.uaesouthbank.org.uk and return it via e-mail to HR@uaesouthbank.org.uk or by post to the Principal, University Academy of Engineering South Bank, Trafalgar Street, London SE17 by noon on Monday 23rd April 2018. Candidates will be informed if they are progressing to the final selection phase by Friday 27th April 2018

If you have any queries, please contact Komal Bassi on 0207 277 3002. We are looking forward to receiving your application and hopefully meeting you during the formal recruitment process.

John Taylor
Principal

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Advertisement

University Academy of Engineering
School Receptionist

Reporting to: Operations Manager

Salary Range: SUP6 to SUP10 £16,511.05 to £19,084.14

Type of Contract: Permanent - Term Time only (39 weeks per year) (extra hours may be required during holidays).

Hours of work: 35 hours per week

Deadline for applications: Monday 23rd April 2018 Interview: Monday 1st May 2018

University Academy of Engineering South Bank, sponsored by London South Bank University, is a pioneering school offering a unique blend of STEAM and creativity.

University Academy of Engineering South Bank is looking to appoint an ambitious and driven **School receptionist** to join our team. This is an exciting opportunity allowing you to be at the heart of shaping the future success of the Academy.

University Academy of Engineering South Bank is a rapidly growing, mixed 11 - 18 Academy located in the London Borough of Southwark within walking distance of London South Bank University and in the heart of London. The Academy opened in September 2014 and is the first academy in Southwark to be sponsored by a University. The Academy is part of the South Bank Academies Trust, A Multi-Academy Trust.

Our sponsor, London South Bank University, is amongst the leading universities offering the strongest engineering education in the UK. LSBU has a particular emphasis on digital engineering and some of the most modern engineering facilities including a virtual engineering suite. Our students benefit from LSBU's extensive employer and academic links and gain unique opportunities to develop their skills alongside them in a real world hands-on learning environment.

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We are looking to appoint someone who:

- Is a confident, organised and diligent individual who can follow effective processes and procedures.
- Has a positive attitude with a service minded who will work collaboratively with all stakeholders across the Academy and externally.
- Is committed to excellence and has a proven track record of success.

We Offer:

- Excellent professional development opportunities.
- Opportunities to create your own future within a dynamic and rapidly growing Academy as part of the Multi-Academy Trust.

How to Apply:

If you wish to apply for this post please complete the TES online application form and submit it with your CV and a supporting statement outlining why you believe that you have the right skill set to undertake this role successfully. You can also complete the application form which is available at www.uaesouthbank.org.uk together with a letter of application (no more than two sides of A4) telling us why you wish to be considered for the post.

Completed application forms should be returned to HR@uaesouthbank.org.uk or by post to:
Principal
University Academy of Engineering South Bank
Trafalgar Street
London
SE17 2TP

Applications should be emailed to hr@uaesouthbank.org.uk by **Monday 23rd April 2018**

Key Dates:

Closing date: **Monday 23rd April 2018**
Interviews: **w/c 1st May 2018**

The Academy is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to receipt of satisfactory Enhanced DBS check and pre-employment checks. Please note that if you have not heard from the Academy within 4 weeks after the closing date, please assume you have been unsuccessful.

Contact Details

Komal Bassi
University Academy of Engineering South Bank
Trafalgar Street, Southwark, London
SE17 2TP
E: hr@uaesouthbank.org.uk
T: 0207 277 3000

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Job Description

Post title:	School Receptionist University Academy of Engineering South Bank
Responsible to:	Operations Manager University Academy of Engineering South Bank
The Role	
<p>As the 'face' of the school the receptionist should be welcoming, personable, helpful and able to represent the school in a professional and friendly manner.</p> <p>In addition, it is essential that the person for this role is organized, able to multi-task, work flexibly and have a 'can do' approach to work, as no two days are the same.</p> <p>The receptionist is also required to assist their line manager with various administrative tasks, requiring a good level of IT skills including Microsoft office (Excel, Word, PowerPoint).</p>	
Key Responsibilities	
<ol style="list-style-type: none"> 1. To act as the first point of contact for the school. Welcoming visitors and responding to telephone and email enquiries in a helpful and constructive manner and ensuring that appropriate actions are taken in a timely manner. 2. Ensuring the safety and security of the school at all times, making sure that the front door is locked and entry to the premises controlled. Ensuring that all visitors are security checked and signed in. 3. Communicating with parents regarding all aspects of school life, receiving and passing on information between parents and teachers. Assisting with all admissions related tasks, including preparations for and assistance at Open Mornings, taking calls and recording details of enquiries from prospective new families. 4. Maintaining and updating school information, records and databases. 5. Receive, sort and arrange distribution all packages, deliveries and mail. 6. Ensuring that the reception area is kept smart and tidy and that noticeboards are kept up-to date. 7. To assist with the ordering of stationery, materials and resources. 	
Job description	
<ul style="list-style-type: none"> • To promote a consistently helpful, friendly, courteous and appropriate interface between the school and its visitors whilst ensuring a secure environment for children and staff. • Undertake reception duties, answering face to face enquiries and signing in visitors according to the school safeguarding procedures. • Operate the telephone system, answering and forwarding incoming calls, ensuring that messages are dealt with promptly. • To maintain a tidy, informative and up to date reception area. 	

- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff.
- Provide general clerical support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence and e-mails. Sort and arrange distribution of mail.
- Undertake typing and word-processing and other IT based tasks.
- Maintain stock and supplies, cataloguing and distributing as required and undertake general financial administration e.g. processing orders.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal. All roles will be reviewed annually to ensure the team is working as efficiently as possible

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Person Specification

Essential
Knowledge/ skills
<ul style="list-style-type: none">• Recent, relevant experience working within schools in an administrative role.• Experience with, and confidence using Microsoft Office applications.• Experience with, and confidence using school systems such as SIMS, SIMS Intouch, ID Manager, Impact and ParentPay amongst others.• Excellent telephone manner and interpersonal skills.• Well organised, extremely punctual, patient and able to work independently.• Any person working in an educational establishment must hold an enhanced DBS check.

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How to Apply

Your written application:

If you wish to apply for this post please complete the TES online application form and submit it with your CV and a supporting statement outlining why you believe that you have the right skill set to undertake this role successfully. You can also complete the application form which is available at www.uaesouthbank.org.uk together with a letter of application (no more than two sides of A4) telling us why you wish to be considered for the post.

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Applications should be emailed to hr@uaesouthbank.org.uk by **Monday 23rd April 2018**

References:

You should give the names, position, organisation, telephone contact numbers and email addresses of at least two referees, one of whom must be your current employer. References will be requested for all shortlisted candidates prior to the interview.

Please ensure that you have included daytime, evening and mobile contact numbers, as well as any dates when you will not be available or might have difficulty with the timetable.

The Academy is committed to the protection and safety of children and young people and expect all staff to share this commitment. Any position offered at the end of the interview process will be dependent on two satisfactory references and enhanced DBS clearance.

Recruitment timetable:

Closing date: Monday 23rd April 2018

Interviews: w/c 1st May 2018

Contacts: For a discussion about the role or to request an application pack, contact Mrs Komal Bassi on 0207 277 3000 or email hr@uaesouthbank.org.uk