



BRIDGE ACADEMY

# Administrator Responsible for Reception (Part Time)

Information Pack





## A BRIDGE TO YOUR FUTURE

*'At The Bridge Academy, we believe that every child deserves the chance to succeed and we all work hard to make sure that happens'*

Dear Applicant,

Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

Our core values of Hard Work, Integrity and Kindness underpin everything that we do, and from the moment our students arrive at The Bridge Academy we ask them to live these values 100% of the time. Our approach of high expectations, rigour and a relentless focus on success means that it is cool to be smart at Bridge and all students work hard to reach their full potential.

Our award-winning building is outstanding. We have state of the art facilities and a wide variety of community groups we work with benefit from this. We value our staff members and we offer a professionally stimulating and supportive working environment. We hold a strong commitment to professional development and our staff enjoy a range of rewards and benefits, as outlined from page 6.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us.

Thank you for your interest in this position and we look forward to receiving your application by the deadline set.

Yours faithfully,



Mr C. Brown

Principal





# THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are an Academy on a mission: to ensure that every student can succeed at a good university or equivalent, thrive in their chosen field and live a great life. This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

## Hard Work

- We do what it takes for as long as it takes.
- We remain positive and never give up.
- We never stop trying to get better.

## Integrity

- We do the right thing, even when no-one is watching.
- We are always honest and do not make excuses.
- We take responsibility and do our best every time.

## Kindness

- We have high standards because we care.
- We treat others fairly and respectfully.
- Helping a member of our team is helping ourselves.





## SAFEGUARDING CHILDREN

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff and to share this commitment, therefore all positions will involve a degree of responsibility for the safeguarding and welfare of children.

CVs will not be accepted in place of application forms. References and an online search will be sought for candidates at the short-listing stage.

All positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). At the short-listing stage applicants will need to complete a self-declaration form, providing details of any previous convictions and cautions, including those which would normally be considered "spent", except those that are classed as protected offences.

**The appointment will be subject to the necessary safeguarding checks, which include:**

- A satisfactory Enhanced DBS check (including a barred list information).
- Additional overseas checks where required.
- A fitness health questionnaire to verify the individual's mental and physical fitness to carry out their work responsibilities.
- Verification of the individual's right to work in the UK and professional qualifications as appropriate.
- A section 128 direction check

Please refer to further information on our safeguarding and child protection procedures on our website [here](#)



## STAFF REWARDS & BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies - we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

### Annual Salaries

We offer competitive salaries including recruitment & retention allowances, in some cases.

### Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

### Cycle Scheme and Green Commute Initiative

<http://www.cyclescheme.co.uk>

<https://www.greencommuteinitiative.uk/> These bike

schemes provide staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 32-47% of the total cost. Payment(s) are deducted via payroll over a specific period.

### Employee Assistance Programme

The Employee Assistance Programme, offered via UBS is a 24/7 confidential service giving all Bridge Academy employees access to a range of support from lawyers, health and wellbeing professionals, financial and debt

specialists and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

### Mindfulness Programme

Headspace is a mindfulness programme offered by UBS to all Bridge staff. It is an app-based solution of guided techniques designed to help you find more balance, wind down after a long day and reduce stress levels. It also gives helpful advice on physical exercises and healthy living, improving your sleeping habits and increasing your energy levels overall.

### Optical Expenses

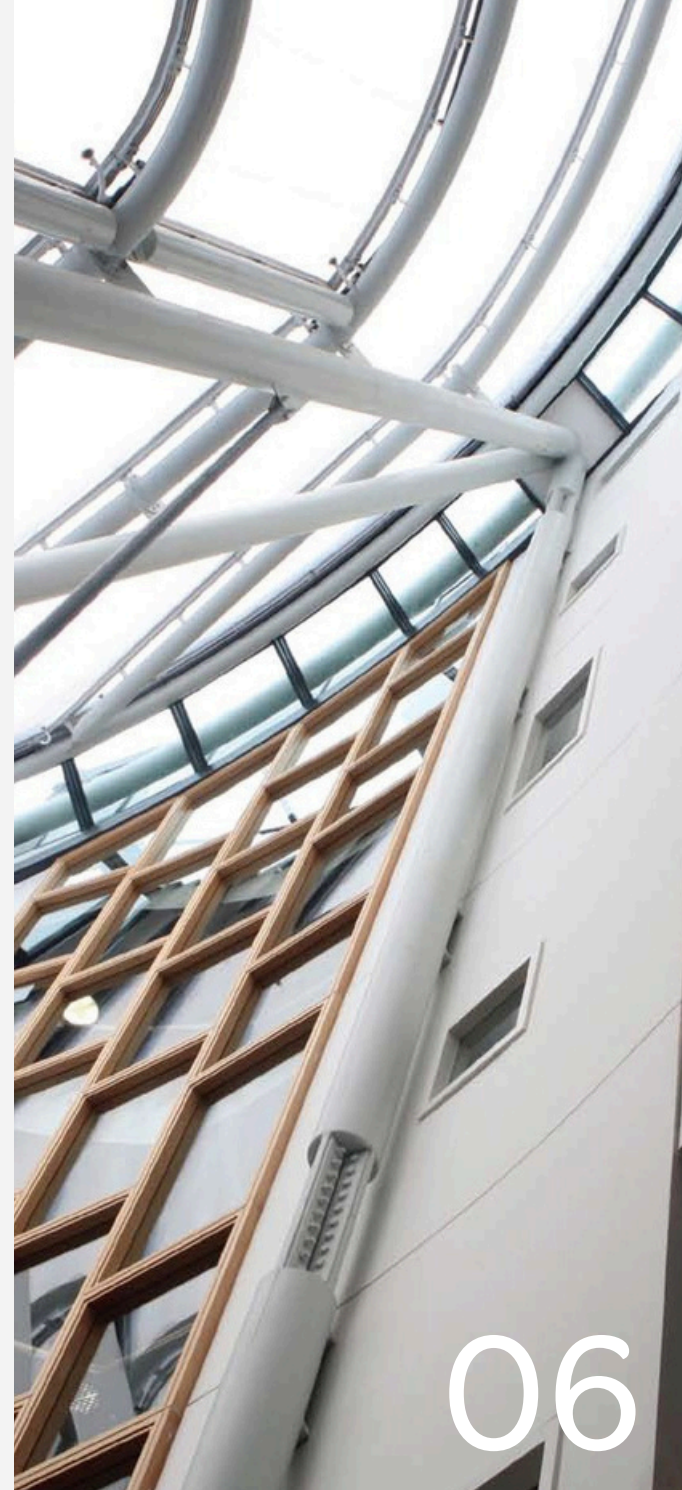
A contribution up to the amount of £30 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £80, is also available towards glasses, for staff who frequently use Display Screen Equipment (DSE) and require glasses solely for this use.

### Work + Family Space Services (Sponsored by UBS)

This service provides practical support, resources and information to working parents and carers, in order to assist them in juggling the demands of work and family.

This includes:

- Backup Care: staff can book nannies, nurseries, childminders and/or adult and eldercare specialists when and where they need them. Staff are eligible to receive 10 free sessions of back up care per year.
- Help for fathers: topical information and Q&A responses looking at work and family from a father's point of view
- Confidential expert advice over the phone for all work and family challenges.
- Access to a range of holiday clubs nationwide, ideal for filling in awkward care gaps during the school holidays.
- Access to blogs, insider guides and webinars which provide guidance on a wide range of topics.





## Our Award-Winning Building

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

Our facilities include the following:

- **Art Floor**  
3 designer classrooms A Kiln room An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower
- **ICT suites**  
3 purpose-built ICT suites & 1 suite with retractable I-desks.  
ICT facilities on all floors within the Academy
- **Music Facilities**  
A large, dedicated, fully equipped music area, with two large classrooms and 11 practice rooms.  
2 music technology classrooms, equipped with Mac computers and midi keyboards
- **Performance Hall**  
350+ seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels.  
Cinema projection capability, instruments and AV lighting and sound systems.

**Sixth Form:** A bespoke Sixth Form block

## Sports Facilities

A large sports hall, with a variety of sports resources Basketball facilities An Off-site Multi User Games Area (MUGA) and two Astro turf football pitches

## Pension Scheme Contributions

We pay in a high percentage of monthly contributions for teaching staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

## Relocation Support for Teaching Staff

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

**Social Events:** Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.



# JOB DESCRIPTION

Post Title:	Administrator Responsible for Reception (Part Time)
Reporting to:	Office Manager
Permanent Post from:	May 2025
Annual Salary Scale Point Range:	Point 21 - 25 Pro Rata: £10,396 – £11,378, FTE: £30,543 - £33,429
Location:	South Hackney





## Key Responsibilities

### 1. Organisation, Reception /Front Desk Management

- Undertake reception duties within a busy environment; answering telephone calls, dealing with enquiries from parents/prospective parents, teachers, students, the general public and signing in all visitors. Work in partnership with the morning receptionist to ensure a smooth handover and good communication.
- Use the online system to issue visitor badges and inform staff of visitors.
- Disclosure and Barring Services (DBS) and ID checking of all visitors in line with Safeguarding/Child Protection procedures.
- Receive/despatch, sort/distribute, frank and organise special/recorded delivery of mail.
- Receive items of property/lunch for students to collect.
- Create and complete various logs to record information with timescales.
- Report any issues to the Senior Leadership Team and Facilities, e.g. student related issues, maintenance, cleaning etc.
- Store confiscated mobile phones and ensure they are signed out by a parent/next of kin when collected.
- Ensure that the reception area is kept clean and tidy at all times.
- Provide routine clerical support e.g. filing, emailing and completing routine forms.
- Use BROMCOM to run reports into excel and carry out mail merges with this information ensuring that the correct information is going to each student.
- Typing, word-processing, and other IT based tasks, including the production of documents to company standards.
- Assist with all large or whole school mail outs, ensuring that they are sent out on time and to the required standards of presentation.
- Support with the collation of information and production of information.
- Update various databases and spreadsheets, e.g. catering log, quizzes, teacher name changes, etc.
- Prepare labels and signing in sheets for large events and prepare paperwork for parent evenings including teacher tags.
- Organise the labelling and stuffing of reports.
- Assist with the handling and distribution of all incoming and outgoing post into staff pigeon holes.
- Organise meetings on behalf of the Office Manager or Finance and Resources Director.

### 2. Administration

- Work as part of the Administration team providing support with administrative tasks and cover within the team during absences or heavy work periods.
- Carry out regular admin tasks as directed.
- Check the Admin inbox for work and follow procedures for the completion of work.

### 3. Resources

- Undertake tasks in relation to the reproduction of information, reports and booklets, for a range of audiences including photocopying.
- Support the Administration Team with the production of any correspondence, newsletters as required by the Office Manager.



#### 4. Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the Office Manager.
- Attend all team development activities, meetings and contribute ideas towards the improvement of the service provided.
- Contribute to the overall ethos of the Academy.
- Participate in training and other learning activities and performance development as required.
- Deliver First Aid as and when required. (Training will be arranged).
- Carry out duties and responsibilities commensurate with the post necessary for the smooth running of the Academy.





## PERSON SPECIFICATION

### Qualifications and Experience

- Literate & numerate, GCSE Grade C English & Maths minimum. (Desirable)
- Experience in a customer service/administrative role.
- Experience of working in a school environment (Desirable)
- Experience of working in a busy office environment. (Desirable)

### Knowledge and Skills

- Proficient level of computer literacy including experience and knowledge of MS Office including Excel, Word, Excel, Publisher PowerPoint & Outlook.
- BROMCOM experience desirable but not essential.
- Excellent communication and literacy skills.
- Ability to build and maintain excellent working relationships.
- Ability to produce high quality documents within time scales set.

- Ability to multi task and attend to visitors quickly and professionally at all times.
- High level of attention to detail and accuracy.
- Knowledge and understanding of Safeguarding Children and Child Protection.

### Personal Qualities and Characteristics

- Efficient, organised and flexible
- Able to maintain confidentiality and discretion at all times.
- Ability to prioritise and effectively manage the workload accordingly.
- Ability to work under pressure and work independently.
- Proactive and able to contribute ideas to the improvement of the teams work.
- Ability to negotiate deadlines with the Office Manager regarding tasks.
- Ability to develop oneself within the role.



# Administrator Responsible for Reception (Part Time)

Job Start: May 2025

Annual Salary Scale Point: Point 21 - 25, Pro Rata:

£10,396 – £11,378, FTE: £30,543 - £33,429

Contract Type: Permanent

*'The best school I've ever worked at: the culture, the staff and students, the training, everything!'* (Staff member)

*'I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed'* (Visitor)

The Bridge Academy is a truly exceptional school. Our students' progress is excellent and our superb personal development offer means that over the last few years we have been national debating champions, enjoyed a host of sporting successes and won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor's award for music.

We are seeking a part time Administrator Responsible for Reception who is totally aligned to our values of Hard Work, Integrity and Kindness, and who strives for Excellence in everything they do. Our mission is to ensure that all students can go on to succeed at a good University, thrive in their chosen field and live a great life. Can you help us to fulfil this?

If so, we could be the Academy for you.

The successful candidate will be responsible for the front desk reception area and switchboard, providing a friendly and effective service to our daily influx of visitors, parents and students. Day to day general administrative duties form part of the role as outlined in the Job Description. This is a term time only position and the working hours are: 14:00pm - 17:00pm, Mondays - Fridays as a job share.

You will have:

- Excellent communication/customer service skills.
- Previous administrative experience in a busy office environment. (Desirable)
- A high level of attention to detail and accuracy.
- Proficiency in Microsoft Office packages.
- The ability to produce high quality documents within time scales set.

If you are up for the challenge we would love to hear from you.

To apply for this position, please complete the online application form. Please ensure that you also read our school workforce privacy notice. We encourage applicants from all sectors of the community to apply. **The deadline for applications is 09:00am on Thursday 1<sup>st</sup> May 2025.**

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All appointments will be subject to the necessary safeguarding checks, including receipt of a satisfactory Enhanced DBS check with barred list information.