



HABERDASHERS' ASKE'S

KNIGHTS ACADEMY



2018-19

RECEPTIONIST RECRUITMENT PACKAGE

AN ALL THROUGH
3 - 18 ACADEMY

www.haaf.org.uk



From the Principal

Dear Candidate,

Thank you for your interest in the post of Receptionist. This is an exciting that has arisen for a welcoming and hard working individual to join our dedicated team in a fast paced environment.

You will be providing high quality administrative support to staff and students as well as dealing directly with parents, visitors and the general public by telephone and in person.

To succeed in this role you will need to be able to handle a variety of tasks quickly and efficiently whilst maintaining a calm and professional manner. We recognise talent and will help you to develop in this role with professional development plan in a very successful environment.

Knights Academy is a vibrant, diverse school community with a relentless focus on high expectations and aspirations. The academy opened in 2005 and, with the addition of a primary phase in 2010, subsumed two very low-attaining local authority controlled schools to become a large all through 3-18 Academy. We serve the families of the local community in the London Borough of Lewisham and since 2005 we have been on a trajectory of rapid improvement. We strive for excellence in all that we do, whether that is standards of academic attainment, presentation, or behavior.

The Federation currently comprises three all-through schools and one free primary school, which totals over 5,000 students and 600 staff. The scale of expertise and leadership across our Federation gives us enormous capacity. It is this capacity that has resulted in the success of the Federation, and it is this capacity that allows us to mount new ventures and allows our staff to take on new opportunities and rapid development trajectories.

Our school and our Federation is a uniquely exciting place to be and I hope that you decide to join us in our current phase of rapid development and growth.

Dr Tesca Bennett
Principal
Haberdashers' Aske's Knights Academy



From the Chief Executive

A message from the Chief Executive

A very warm welcome to Haberdashers' Aske's Federation. We are a Multi-Academy Trust of three secondary schools and five primary schools organised as three all-through 3-18 academies and a primary free school:

Haberdashers' Aske's Crayford Academy

Haberdashers' Aske's Knights Academy

Haberdashers' Aske's Hatcham College

Hatcham Temple Grove Free School

Our schools are in the London Boroughs of Lewisham and Bexley and educate over 5,000 children and young people in south-east London. All our schools have a single vision and ethos and are committed to valuing tradition, as well as progress, and promoting excellence in every area of school life, and to ensuring every student in our care fulfils their potential. We have a strong ethos based on mutual respect and responsible behaviour.

Our Principal Sponsors, the Worshipful Company of Haberdashers, take a keen interest in the welfare and progress of our students and are extremely generous with their support and expertise.

Being part of a Multi Academy Trust

Our Federation brings together primary and secondary schools in an innovative and ambitious way. United by a single Trust Board, Chief Executive, Finance Director and Director of Performance, our three all-through school clusters are autonomous schools with their own Principals and senior leadership teams.

At the same time, links develop at every level and in every area of school life. There are excellent opportunities for sharing resources, learning from each other and student and teacher exchange. The Federation is at the cutting edge of national educational initiatives, committed to research and development and to adopting creative solutions that will benefit all students.

All our students are inspired to reach their full potential, no matter their ability or background; aspirations and achievements are constantly raised; the improvement of standards reflects the needs of the local and wider communities, through the highest quality academic, personal and vocational teaching and guidance. We build on the strengths and experiences of our schools so that our students become independent learners, fully equipped for the opportunities, challenges and responsibilities of adult life in the 21st century and well prepared to be the leaders, professionals and parents of tomorrow.

Mr Adrian Percival
CEO



Our Vision

The Haberdashers' Aske's Federation is a Federation of three all-through academies, each at the heart of their community that share a vision for the education of children and young people. Our vision is built from our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect. We are forward-looking and value innovation within the context of our long tradition of providing excellent education. Based upon these values we aim to ensure all the children and young people who come to our schools:

- are happy and safe at school and are able to learn successfully within a supportive environment.
- are able to achieve their full potential personally, academically and socially.
- develop and grow as independent, resourceful and resilient individuals.
- are equipped with the skills, qualifications and love of learning they will need to be successful

“We are forward-looking and value innovation within the context of our long tradition of providing excellent education.”

We will achieve these aims by providing a safe environment where all children and young people can succeed through:

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel.
- High expectations of every member of our community.
- Excellent teaching, leading to the highest standards of academic excellence.
- The best standards of behaviour based upon our values of mutual respect, self-discipline and self-confidence.
- A respect for tradition that embraces innovation and challenge.



Role Description

THE RECEPTIONIST POST

The Receptionist will work as part of a flexible team of post-holders at each site of the federation to provide generic administrative/secretarial and office based support.

To manage the admission of students to the primary, to handle all incoming calls to the highest standard, to deal with all academy's customers and handle their queries, to maintain an accurate school roll and to contribute to the school's high-quality and responsive administration service.

Applicants need to be conscious and accept that there will be a great deal of travelling between sites.

The post holder will work as part of the Administration team, responsible to Senior Admin Officer and the EA to Principal. They will be able to call on support with his/her responsibilities from other members of the Academy Services team as required and will also be expected to support other members of the team with their responsibilities when this is necessary.

The allocation of duties will take account of strengths in skills and experience, but will be an ever-changing and interesting mix of all areas of administrative support.

As a member of the flexible support team of administrators at the school/site each Receptionist will be expected to work across the full range of administrative support requirements needed in a busy and diverse school office environment.

The allocation of duties will take account of strengths in skills and experience, but will be an ever-changing and interesting mix of all areas of administrative support.



Role Description

Key responsibilities

The Receptionist will:

- To ensure visitors sign in and out of the Academy
- To input late data onto SIMS and report to relevant staff for attendance matters.
- To undertake basic first aid training as necessary and provide first aid support as required.
- To monitor and respond accordingly to reception emails.
- To use catering system software to produce lunch tickets and maintain records and report to relevant staff on all matters concerning this including pastoral, catering and finance.
- To sign for deliveries received at Reception and ensure swift notification to the appropriate member of staff.
- Using a variety of application software to produce reports and documentation as per the requirement of Line Manager.
- To log confiscated items and ensure they are safe, and signed for on return.
- To oversee the student lost property store and ensure its timely re-distribution
- Sort all mail internal and external ready for distribution and prepare mail for posting.
- Line management of the Student receptionists
- Maintain a backup School Trips Folder on behalf of the Educational Visits Co-Ordinator (EVC)
- Office support for the work of the senior teams of the Federation under the management of the Senior Administration Officer who will prioritise and allocate tasks/pieces of work.
- Diary management, arranging meetings, setting appointments and dealing with associated enquirers.
- Producing letters/reports/minutes and other notes and correspondence as required.
- The set up and accurate use and upkeep of systems of filing and office record keeping
- Attending meetings and minute taking.
- The accurate maintenance of registers, logs and other office based tools.
- Dealing with enquiries from parents, members of the public or other external bodies as necessary.
- Other project work of an administrative nature as allocated by the line manager.
- Other reasonable duties as required by your line manager
- This job description is subject to reasonable review



Role Description

Key responsibilities continued

- To provide information and respond to queries about the Academy's admission processes from parents, applicants, members of other educational establishments and staff
- To produce reports on each stage of the admissions process for senior managers in the school and to provide assurance to the Federation Trust and its governors that the admission policy is being implemented correctly in the Academy.
- To assist in the induction/enrolment of new students into the Academy, working with the academic and pastoral staff responsible for each year of entry.
The post holder will also be responsible for ensuring that the school roll is accurate and the information provided in the school census is correct:
- To add and remove student records from the SIMS database when they join or leave the school and ensure the accuracy of the data recorded for new enrolments.
- To produce the school census return ensuring that each data item in it has been checked as correct by the responsible person and that it is submitted to the Principal for approval before being sent to the DfE.

General responsibilities

- To keep up to date with all the policies and procedures of the Federation as they impact on this post or as they impact on all employment matters.
- To respect and actively promote equality of opportunity in line with the policy of the Federation.
- To respect support and actively promote the vision & ethos of the Federation. To act as a positive representative of and ambassador for the Federation in its contacts with outside bodies and organisations.
- To cover for absent colleagues as requested by the line manager within the areas of the posts remit and if required in exceptional circumstances to cover for aspects of the work of the Senior Administration Officer, Principals EA or the Business Manager.
- To undertake any other duties as required within the grading and remit of the post and to actively assist to cover staff sickness or other absences as required by the line manager.

Person Specification

Criteria	Essen- tial	Desir- able	How identified and assessed*
Education/qualification and training			
Will hold a good honours degree in a relevant discipline with relevant teaching qualification.		✓	AP,I, R, AS
A higher qualification in education and/or management.		✓	AP,I, R, AS
Experience			
will have a recognised competence in literacy and/or numeracy	✓		AP,I, R
will be able to demonstrate high level communication skills	✓		AP,I, R
will demonstrate the ability to both lead and/or to work within teams	✓		AP,I, R
Ability to lead and work within teams	✓		AP,AS,I,R
Knowledge of the National Curriculum		✓	AP,AS,I,R
Ability to give the best advise to parents and all academy customers	✓		AP,I, R
Personal characteristics/other requirements			
Is committed to personalised learning	✓		AP,I,R
Will demonstrate high level communication and literacy skills	✓		AP, AS,I, R
ability to handle a diverse workload	✓		AP,I, R
Is a 'can do' person who works positively and collaboratively	✓		AP, I, R
Will be able to demonstrate professionalism of the highest order	✓		AS,I,R
Will demonstrate the ability to lead and work within teams	✓		AP,AS,I, R
Ability to think on your feet, react quickly and effectively to potential situations and use initiative on a continuous basis to communicate	✓		AS,I,R
Ability to multi task and work under pressure	✓		AS,I,R
Commitment to safeguarding and promoting the welfare of children and young people	✓		AP,AS,I,R

* AP: application, AS: assessment, I: interview, P: presentation; R: references

Additional Recruitment Information

Recruitment Schedule

- Closing date: 206th March 2018, 12pm.
- Interview date: 09th March 2018

Recruitment Process

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you attain high scores you will then be invited to attend an interview assessment.

This may include:

- Psychometric assessment
- Biographical and competency based interview
- Classroom observation
- Visit around the school
- Case study
- Presentation
- Software tests

References

Before you are invited to interview, the academy will obtain references from your referees. In order to prevent a delay please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Additional Recruitment Information

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

Criminal Convictions

All education establishments in the UK are exempted from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the Academy before employment can commence.

Equality and Diversity

We recognise the benefits of a diverse workforce such as ideas and talent. We are committed to eradicating discrimination in the workplace; and becoming an employer of choice.

Newly Qualified Teachers (NQTs)

NQT's who have been qualified for less than 12 months are welcome to apply for our teaching vacancies.

Special requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing knightshr@haaf.org.uk and where practical we will support your request.

Visiting the Academy

If you are successfully shortlisted to attend an interview you will be given the opportunity to have a tour of the school.



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