

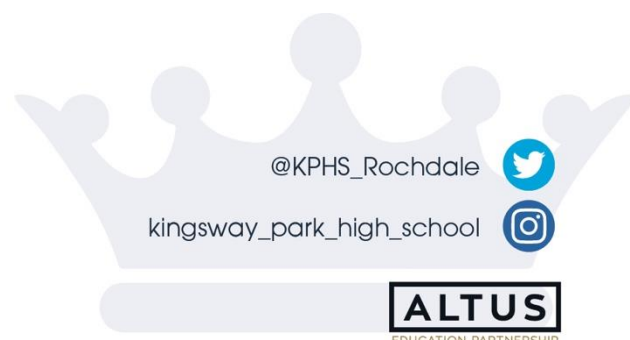


Title: Receptionist

Application deadline: Monday 16th December 2024

Interview: 20th December 2024

Candidate Information Pack





Dear Applicant

We would like to extend a warm welcome to you in applying for the post of Receptionist at Kingsway Park High School.

The school has recently undergone a period of transition and change in its Senior Leadership Team resulting in the appointment of a new Headteacher and other key roles. As part of the Altus Education Partnership, the mission and values that underpin the direction for our school are clear and form a key area of alignment that will be needed for the role. I would encourage you to review these alongside our statement of intent.

“We Co-operate, We Pioneer, We Belong” on our website, as they will tell you all that you need to know as to whether this school is the right place for you. This is so important that we are a right fit for you as much as you are for us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse comprehensive school. We provide an individualised curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need. We seek to nurture and develop the whole child not just ensuring each students academic potential, but also preparing them as a socially responsible citizen who can flourish in society and give back to their local community. We seek to remove those barriers of inequity that prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams. We also respect and recognise that success feels and looks different for each and every one of our students.

This school has soul and a true “family feel.” The staff here work relentlessly in the pursuit of excellence for this community and the students we serve.

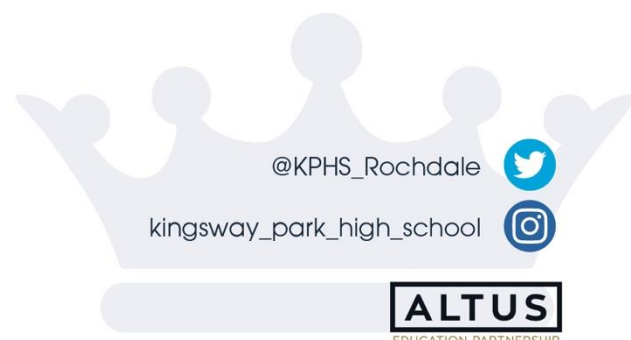
Our challenge is to continue to develop the school’s culture and unique offer while improving aspirations, learning and achievement. This is not something that is possible for any one individual but requires a team of passionate, dedicated and committed staff, supported by a strong and principled senior leadership team. It is only through this collective responsibility and partnership working, that we can achieve a world-class learning experience for all.

If you are excited by what you have read and feel that you can support in elevating Kingsway Park High School, during its next stage of its journey, we look forward to receiving your application.

Yours sincerely



Mr Simon Ward
Headteacher





Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than 2 sides of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to recruitment@altusep.com.

Deadline

The deadline for the post is 9:00am on Wednesday 11th December 2024.

Interviews will be held W/C 16th December 2024.

Shortlisting

We will unfortunately be unable to notify candidates who are not on the shortlist, therefore, if you do not hear from us, your application has been unsuccessful on this occasion.

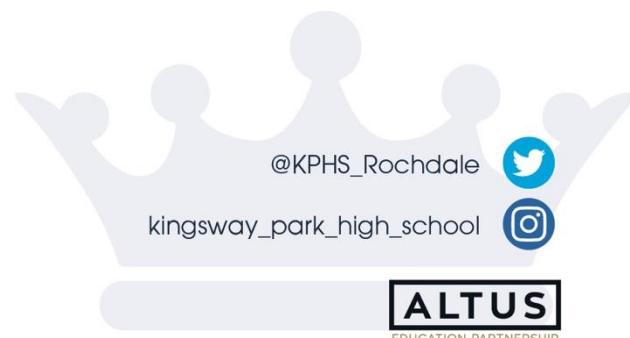
For an Application Pack

1. Visit www.kingswaypark.org or www.altusep.com

Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects





Background Information

Kingsway Park High School

Kingsway Park High School was established in 2010 and joined the Altus Education Partnership in February 2022. We are now a very popular oversubscribed school (1350 students in years 7-11 and 190 staff) located in central Rochdale. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

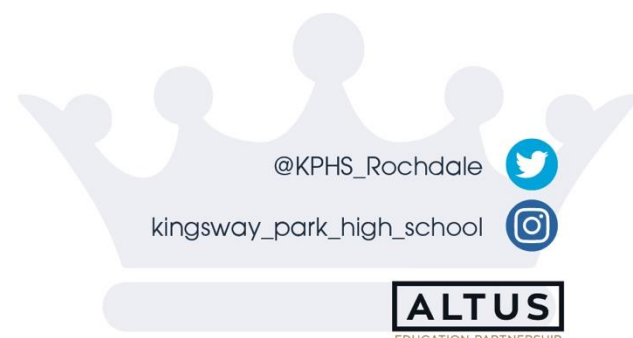
At Kingsway Park High School we strive to transform students' lives. Through our relationships, we endeavour to instil both resilience and an intrinsic motivation to become confident, creative and highly skilled students, capable of meeting tomorrow's challenges head on. We strive to establish a culture rooted in achievement and progress that encourages our students to grow academically, personally and socially; equipping them with the values of equality, fairness and openness. We pride ourselves on our relentless drive to achieve outstanding, high-quality teaching that provides a safe, supportive and encouraging environment for all our students to be able to realise their academic potential in pursuit of educational excellence.

Altus Education Partnership

The Altus Education Partnership is a Multi Academy Trust and was established in April 2017 by the Governing Body of Rochdale Sixth Form College, an outstanding A-Level provider founded in 2010. The college was awarded Outstanding status by Ofsted in 2013 and has developed a national reputation for excellence, having been used in Ofsted case studies for sharing best practice. The development of the Trust stemmed from a commitment to raising aspirations and improving the life chances of young people throughout the borough of Rochdale. In 2019 the Trust was successful in its application to open a new free school, the Edgar Wood Academy, which serves the local community in Middleton and Heywood.

We are committed to supporting all children in their academies to progress to a successful career, life and employment path of their choice.

All our academies will share a collective identity as providers of the highest quality teaching with high expectations of learners, coupled with effective assessment and intervention. Young people in our academies will engage with opportunities to develop their own skills and aptitudes to support their progression, while making valuable contributions to their communities. Leaders and teachers will take a collaborative approach, sharing best practice at a local, regional and national level, to continuously improve the performance and outcomes of all academies in the Trust.





Altus Education Partnership Values

The values of the Altus Education Partnership will be embedded and visible throughout all the academies. Each will have its own unique identity built around the core Trust values. These are:

- Unrelenting commitment to improve the quality of our provision and enhance the lives of our students.
- Openness in the way we build trust and bring purpose to our work as a Multi Academy Trust.
- Accountability through the rigorous, transparent and forensic analysis of all aspects of our performance.
- Commitment to the principles of inclusion and equality.
- Dedication to the borough of Rochdale and its surrounds.
- Collective responsibility for one another and the results of all our students – ‘if one fails, we all fail’.

The Ambition is that by the time students leave they will:

- Have achieved their personal academic potential giving them a greater choice in life.
- Have the highest aspirations and developed the self-esteem, confidence, and emotional resilience to exploit their potential.
- Be contributing members of the community and have compassion for others.
- Be able to celebrate their success and that of others.
- Have developed the confidence to overcome barriers to success.
- Be articulate, creative, and prepared for future growth and learning.
- Be happy!

Shared Objective for all Staff

"To maximise students' achievements"

- At Altus Education Partnership we do this through engaging our students in their subjects and inspiring them to enjoy their studies in a totally positive atmosphere.
- Our students are challenged to achieve through a culture of high expectations and a belief in their ability.
- Above all, staff at Altus Education Partnership are committed to their students and demonstrate this through their daily conduct and interaction.

@KPHS_Rochdale

kingsway_park_high_school





Role Description:

Job Title:	Receptionist
Reports to:	Office Manager
Remuneration:	The post will be paid on support staff salary scale point 1-3. FTE - £23,656 - £24,027
Contract:	Permanent – 37 hours per week Term time only
Start Date:	ASAP

Purpose of the Role

1. To provide reception and general administrative support to the school and assist in the efficient running of the school office under the instruction of the Office Manager.
2. To be an ambassador for the school, responsible for welcoming visitors and to act as a first point of reference over the telephone and face to face.
3. To contribute to the overall vision and ethos of the school ensuring the best standards possible for students and staff.

This role reports directly to the Office Manager.

Key Responsibilities

Reception Duties:

- Provide a warm welcome to all visitors.
- Deal with all telephone and face to face enquiries from parents/carers, member of the public or other external bodies, in an efficient and professional manner.
- Ensure that all messages are dealt with in a timely manner and, where relevant, relayed to colleagues promptly.
- Monitor and respond accordingly to reception emails and voicemails.
- Maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures, i.e. visitors signing in and out, checking DBS details, issuing of identification badges

@KPHS_Rochdale

kingsway_park_high_school





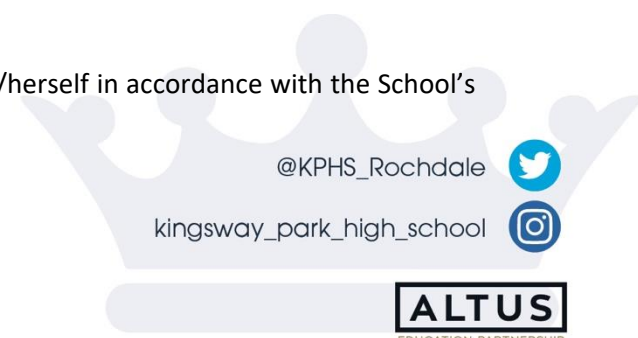
- Undertake First Aid training and be the first port of call in providing First Aid support to students, including looking after poorly students and liaising with parents, carers and staff as required.
- To maintain Fire Registers and assist with timely and efficient evacuation procedures.
- Book meeting rooms and provide hospitality for visitors if required.
- Sign for deliveries received at Reception and ensure swift notification to the appropriate member of staff.
- Sort internal and external mail and distribute accordingly. Prepare mail for posting.
- Undertake general administrative duties such as typing letters, minute taking, emailing, photocopying, and filing.
- Provide information and support to other staff members as required.
- Ensure that the reception area is kept clean, tidy, and free from hazard i.e., deliveries at all times.
- Be able to multi-task and have a flexible approach to support the smooth running of the school, the needs of the Academy and/or deputise in the absence of others.
- Assist with student welfare duties when required, including the supervision of students at lunchtime under the agreed system for the school, to ensure the safety and welfare of students.
- Ensure that all information is treated confidentially and have absolute discretion at all times, complying with the school's data protection procedures.
- To 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 an appropriate person as soon as they arise.
- Undertake other reasonable duties as required by your Line Manager.

Additional Duties & Responsibilities

- Maintain and demonstrate the vision, values, and aims of the Academy and actively contribute to their development.
- To work alongside all other staff to promote appropriate professional behaviours and a positive ethos within the Academy.
- To be aware of and support difference and to ensure equal opportunities for all.
- To attend and participate in relevant meetings and out of hours events when required, i.e., Inset Days, Open Evening etc.
- Help to identify own personal development needs and to participate in training and other learning activities and performance development as required.

Health/Safety/Welfare

The postholder is responsible for the health, safety and welfare of his/herself in accordance with the School's policy and the Health and Safety at Work Act, 1974.





Relationships (Internal and External)

Internal:

School staff, students and members of the Governing Body.

External:

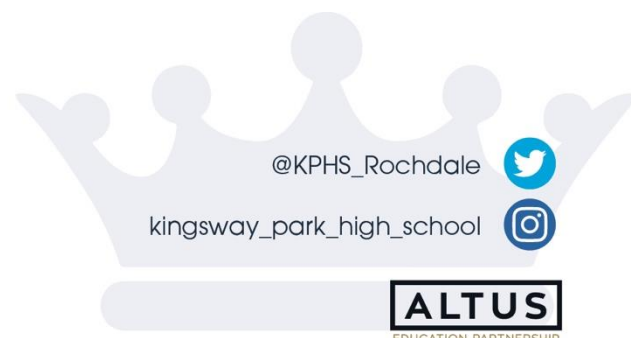
Parents/carers and staff in other schools and within the LEA.

Other Responsibilities

The postholder must:

1. Perform their duties in accordance with the School's Equal Opportunities Policy.
2. Ensure that the School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of the post.

The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated at the discretion of the Headteacher from time to time in consultation with the postholder and if he/she wishes, with his/her Trade Union Representative.





PERSON SPECIFICATION – Receptionist

CATEGORIES	App form	Interview	Interview Tasks	Refs
ESSENTIAL CRITERIA				
GCSE's at Grade C/Level 4 or above, including English & Maths (or equivalent)	√			
Experience of working on a busy reception	√	√		√
Ability to communicate effectively with staff, students, parents, carers, and external agencies	√	√	√	√
Experience of providing excellent customer service, negotiation, and communication skills, both on the telephone and in person	√	√		√
Experience of providing admin support in a busy office	√	√		√
First Aid and Fire Marshall trained or willing to undergo this training	√	√		√
Excellent standards of accuracy	√	√	√	√
Excellent IT skills, Word, Excel, PowerPoint, Outlook	√	√	√	√
Demonstrates an ability to use own initiative and be proactive	√	√	√	√
Ability to manage time, multi-task, prioritise workload and work to tight deadlines	√	√		√
Discreet and respectful of highly confidential or sensitive information	√	√		√
Adaptable, efficient, and flexible team player, with a willingness to take on activities new	√	√		√
Committed, reliable and enthusiastic	√	√		√





Willingness to participate in training, other learning activities and performance development	√	√		√
DESIRABLE CRITERIA				
Experience of working in a school office	√	√		√
Experience of using SIMS/Teams	√	√		√
PERSONAL CHARACTERISTICS - ESSENTIAL				
An unwavering commitment to the Altus Education Partnership's vision, mission, and values	√	√		
Willing to be accountable and to take personal responsibility for own actions	√	√		
Resilience and the ability to grow professionally and flexibly within a developing organisation	√	√		

