



# Bottisham Village College

Achievement through Inspiring, Caring, Enriching

**Principal: Mrs Jenny Rankine**

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JR/kl

September 2018

Dear Applicant

## Receptionist

Thank you for your enquiry about the post of Receptionist at Bottisham Village College. I hope that this pack gives you all the information that you need at this stage and that we can look forward to your application.

If you would like to know more about what a great place this is work, and to explore your development opportunities, please visit our website <http://www.bottishamvc.org/college-information/teaching-at-bottisham/>

The closing date for all applications is 12 noon, 20 September 2018. Please send your completed application form, together with a letter of application to Katy Limmer (HR Officer) [hr@bottishamvc.org](mailto:hr@bottishamvc.org).

Yours sincerely

**Mrs Jenny Rankine**  
**Principal**





## Information for applicants



Bottisham Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

## An Anglian Learning School

### **BOTTISHAM VILLAGE COLLEGE**

#### **About Us**

Bottisham Village College is a very successful comprehensive school, with over 1160 students from our local community. We became an Academy in April 2011. We are committed to providing an outstanding education to all of our students, enabling them to develop into mature, independent young people, ready to take their place in society. We have extremely high expectations and work with commitment and dedication to enable all students to have the opportunity to achieve their full potential, both academically and socially. The school community values all our staff, students, parents and carers and their contribution to our successes and achievements.

The College was opened in 1937 as the second of the Cambridgeshire Village Colleges. These were the forerunners of community education in this country and are still committed to lifelong learning in its widest sense. The vision of their founder, Henry Morris, was that schools should be at the heart of their communities, open to all and that they should offer an attractive and stimulating environment for learning. Bottisham Village College continues to aspire to this vision.

This is an exceptionally exciting time for the college for a candidate to join us. Following a very busy 18 month period, the College's £17 million Capital build (Phase one) has been completed with great excitement from all of our school and local community. This will give the College additional resources including a large performance hall, new dining facilities, larger music department, dance studio and English and maths classrooms.

Phase two is on track to be completed by Easter 2019 which will include the refurbishment of the original main hall into the new community and school library, new reception, Henry Morris room and conference space.

The college is, therefore, ready and able to offer outstanding education for the young people in its vicinity in the years ahead.

Bottisham is 5 miles East of Cambridge, just off the A14 trunk road. The Village College is a seven form-entry mixed 11-16 comprehensive school and serves twenty one villages in the area bordering Cambridge and east to Newmarket. The school is heavily oversubscribed, and the local authority manages a waiting list each year.



In the Autumn term, following a period of consultation we established the Bottisham Multi Academy Trust (BMAT), with Bottisham Village College as the founding academy, with The Netherhall School, Cambridge joining as a sponsored academy in February 2016. Subsequently we joined with Bassingbourn Village College and Sawston Village College from 1 September 2016 to form Anglian Learning; we are very excited at the increased opportunities for collaboration and career development that this new development will bring.

### **Ofsted**

Our most recent Ofsted inspection took place in June 2012, when we were judged to be outstanding in all areas: Overall Effectiveness, Achievement, Quality of Teaching, Behaviour & safety and Leadership and Management.

We are very proud of this achievement which was the culmination of the talents, dedication and enthusiasm of all our staff. We were particularly pleased that Ofsted commented on the positive relationships that underpin our ethos:

***This is an outstanding college, where a very strong ethos of community, high quality learning and aspirational academic achievement exists throughout. One student commented: 'Bottisham is inspirational. The college helps individuals to shape well, giving us the confidence, determination and skills to succeed.'***

***Ofsted 2012***

Post 16, students have a very wide choice of educational opportunities in and around Cambridge. The overwhelming majority of our students, approximately 97% continue in full-time education.

In the summer of 2017 we once again achieved fantastic GCSE results:

70% of students gained five- A\*-C grades including English and Maths

48% of PP students gained a pass at both English and Maths GCSE

74% of students gained an English and Maths GCSE pass

26% A- A\*grades

37% students gained their EBacc qualification.

### **Anglian Gateway Teaching School Alliance**

The Teaching School initiative began in 2011, marking a very significant shift towards school-centred training and development.

Following our successful Ofsted inspection in June 2012, we have successfully applied to be a National Teaching School and National Support School. In partnership with two outstanding local primary schools, we have formed the Anglian Gateway Teaching School Alliance. This alliance consists of a large group of cross-phase schools in Cambridgeshire & Suffolk, together with a range of other highly regarded organisations:

- University of Cambridge, Faculty of Education
- Eastern Leadership Centre
- Cambridgeshire County Council
- Suffolk County Council



As a Teaching School we have the freedom and autonomy to work collaboratively with our partners to deliver high quality support for teachers and leaders at all stages in their career. We are involved in the following areas:

- providing a strong supply of high quality new teachers through the development of school-based initial teacher training programmes
- providing high quality continuing professional development programmes that significantly improve the quality of serving teachers and support staff
- developing great leaders and the next generation of headteachers
- working with schools in need of additional support

We are very excited about the professional and leadership development opportunities that this designation offers to our staff. For example, a growing number of colleagues have the opportunity to be directly involved in the training of new teachers, others are working as Specialist Leaders of Education, sharing their expertise by supporting staff in other schools.

### **Bottisham Education Partnership**

The Bottisham Education Partnership was established in September 2010 with the aim of utilising the skills and experiences of a range of local organisations to help us to meet our core responsibilities and priorities, as summarised in the Every Child Matters agenda. Our seven external partners are all committed to getting involved in the day to day life of the college. They are:

- Cambridgeshire & Peterborough NHS Trust
- Cambridge Building Society
- Faculty of Education, University of Cambridge
- John Lewis
- The Marshall Group of Companies
- The National Stud
- Red 2 Green

All partners have made a commitment to get actively involved in the life of the college by bringing their knowledge and expertise to enhance and complement our college curriculum. Each year, partners are involved in a wide range of activities, many during Personal Social & Health Education collapsed days.

For example, our Year 10s, who all undertake two weeks of work experience, were well prepared when John Lewis and Cambridge Building Society joined together to give the students the opportunity to complete 'live' application forms. The companies then delivered workshop sessions where the students were given feedback on their applications and were able to practice interview techniques.

The Cambridge and Peterborough Health Trust have helped us explore the range of mental health issues that can affect teenagers. They also shared strategies for dealing with stress and anxiety.

The Red2Green charity, which cares for adults with learning difficulties, has a base on our site. We have worked with them closely, supporting the charity by fund raising and they have spoken to our students about diversity and difference so that our students understand how we can all work together in society.



All of this work is helping our students to understand the range of skills, qualities and attributes that they need to develop to be able to be successful in the workplace.

## **Our Staff**

We recognise and value the skills, knowledge and expertise of all our staff.

We are committed to supporting the professional development of all members of staff. To this end, we have a vibrant and varied Continual Professional Development programme, which is personalised each year to support both our main college priorities and the individual needs of staff. This programme includes opportunities to share excellent practice between colleagues as well as drawing on external expertise.

Bottisham is a member of a SUPER ( School University Partnership in Educational Research) network of schools working with the University of Cambridge, Faculty of Education which provides opportunities for staff to undertake classroom-based action research. In addition, as part of this programme, each year a number of colleagues embark on a Masters degree.

Our staff-room is a vibrant, sociable and supportive atmosphere. We enjoy College events such as concerts or staff socials; there is very little 'standing on ceremony'.

Staff give freely of their time to the broad extra-curricular programme which includes sports, music, drama and a host of trips, exchanges, clubs and other activities. There is a blend of youth and experience among the staff and newcomers have always commented on the warm welcome they have received.



## **College Leadership Team**

Mrs J Rankine	Principal
Mr E Compton	Deputy Principal
Mr D Fullman	Deputy Principal
Mr A Gee	Assistant Principal
Mr M Merry	Assistant Principal
Mrs Clare Eastwood	Acting Assistant Principal
Mrs Camilla Saunders	Acting Assistant Principal

## **Our Students**

Our catchment area is one of rich contrasts: areas of social deprivation on the fringes of Cambridge, rural communities, some very isolated, areas connected with the stables at Newmarket and pockets of expensive housing in some villages. We have a truly comprehensive intake in every sense, and the inclusive ethos of the College means that we are able to form very positive relationships with them all. We are absolutely committed to supporting each individual student; we want them to feel safe, in an environment where they can grow and thrive and leave us confident in their ability to play a meaningful role in society, as global citizens.

We are very keen to offer students every opportunity to take responsibility; the mentor scheme and the School Council, for example, are strengths of the College. Visitors, including OFSTED Inspectors, are always impressed by the courtesy and confidence of our students and their friendly, open nature. The Student Leadership Team plays a significant role in the life of the College.

## **Working in Partnership with Parents and Carers**

Parents and carers are very supportive and keen to attend information evenings, school plays and so on. They support the aims of the College and the vast majority send their children to school in correct uniform and with the proper equipment, ready to learn.

The 'Friends of the College' is our excellent PTA, but it is more than that, because it also has an extensive community role.

## **The Locality Team**

We are very fortunate to have a Locality Team based on our college site. This Local Authority service offers a broad range of support services for both students and their parents/carers, including, Educational Welfare Officer, In-School Student Support workers, Youth Workers and Parent Support Advisors. College staff have developed very close working relationships with our colleagues in the Locality Team to ensure that the varied needs of all young people in our care are met.



## **The Community Dimension**

Bottisham has no village hall, and no village green. The Village College fulfils both of those functions and a number of local meetings are held here. Most of the drama, art, sport and adult education in the area takes place here; many of these activities are taking place during the school day, though not in the same classrooms as students. We offer a broad and popular adult education programme, with a wide range of courses and activities available both during the school day and into the evening. The facilities are open 364 days a year.

## **Equal Opportunities**

Bottisham Village College is an Equal Opportunities employer.



# BOTTISHAM VILLAGE COLLEGE



## JOB DESCRIPTION

<b>POST TITLE:</b>	Receptionist
<b>GRADE:</b>	2
<b>HOURS OF WORK:</b>	37
<b>CONTRACTED WEEKS:</b>	39
<b>RESPONSIBLE TO:</b>	Office & Cover Manager

### PURPOSE OF THE JOB:

The Receptionist is often the initial point of contact for visitors, parents, contractors and suppliers and therefore it is important that the first impression of Bottisham Village College is a warm and professional welcome. In addition, the Receptionist is responsible for providing administrative support in order to ensure that the municipal services are provided in an effective and efficient manner.

### MAIN RESPONSIBILITIES:

1. Ensure the effective operation of the Reception area for all visitors to the school, giving information and directions to assist them adequately in the purpose of their visit.
2. Signs visitors in, checking their ID where appropriate and ensuring that all safeguarding procedures are adhered to.
3. Operate the switchboard, answer all incoming calls and handle caller enquiries as first point of contact, liaising with other staff as necessary. Re-direct calls as appropriate and take detailed messages when required.
4. Receive and sort incoming and outgoing mail distribution, including signing for deliveries
5. Ensure that the reception area is always tidy and presentable
6. Provide assistance for staff and students with any enquiries made at reception resolving or reducing queries and giving advice where appropriate
7. Provide additional support for special events or on the needs of the College
8. Provide supply teachers with a handbook, map and cover lists and assisting them when required.

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9. Ensure that relevant information is accessible for all visitors and that any information boards within the reception area are kept up-to-date
10. Use the school's Management Information System, as appropriate, to obtain information and locate staff and students when necessary:
  - Maintain fire drill lists, ensuring they are easily accessible
11. Arrange signing in registers for large meetings, PSHE days, and badges. Escorting visitors to meetings
12. Welcome interview candidates and assisting in the photocopying of their documents
13. Oversee usage and operation of the franking machine and college post:
  - Order and replace stationary-ink cartridges, labels etc.
  - Update franking machine.
  - Manage and distribute post in and out of the school
14. Oversee the lost property collection
  - Maintain the lost property collection and take appropriate measures to reunite property and owner
  - Respond to any lost property enquiries in an appropriate manner
  - Dispose of lost property that hasn't been claimed
15. Contribute to the efficient operation of the school's administration by undertaking clerical duties as directed by the Office Manager.
16. Administration of whole school break and lunch detentions - includes uniform violations, special reports, eating out of bounds, being out of bounds
  - Send reminder slips daily to escort students to detention
  - Record detentions onto BBMS system
  - Create letters
  - Chase up non-attenders and report any problems encountered
17. Book appointments on behalf of teachers and the CLT team when requested.
18. Provide cover in Student Support if required due to staff absences.
19. Ensure the stationery cupboard is stock check regularly and orders are placed when required.
20. Assist in the up keep of student files and keeping the files up to date.
21. Oversee incoming uniform orders, ensuring students sign for and collect them at the end of the school day.

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22. Ensure the Main Reception email inbox is checked regularly and information actioned or passed on.

23. Book meeting rooms as required by staff.

24. Record any bus pass check information received via email.

25. Any other duties that are commensurate with the post as directed by the Office Manager or the College Leadership Team.

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