



Leeds City Academy
Aspire Together - Achieve Together



APPLICATION PACK

POST REFERENCE: 2388

ROLE: RECEPTIONIST

START DATE: AS SOON AS POSSIBLE, UPON SUCCESSFUL COMPLETION OF PRE-EMPLOYMENT CHECKS

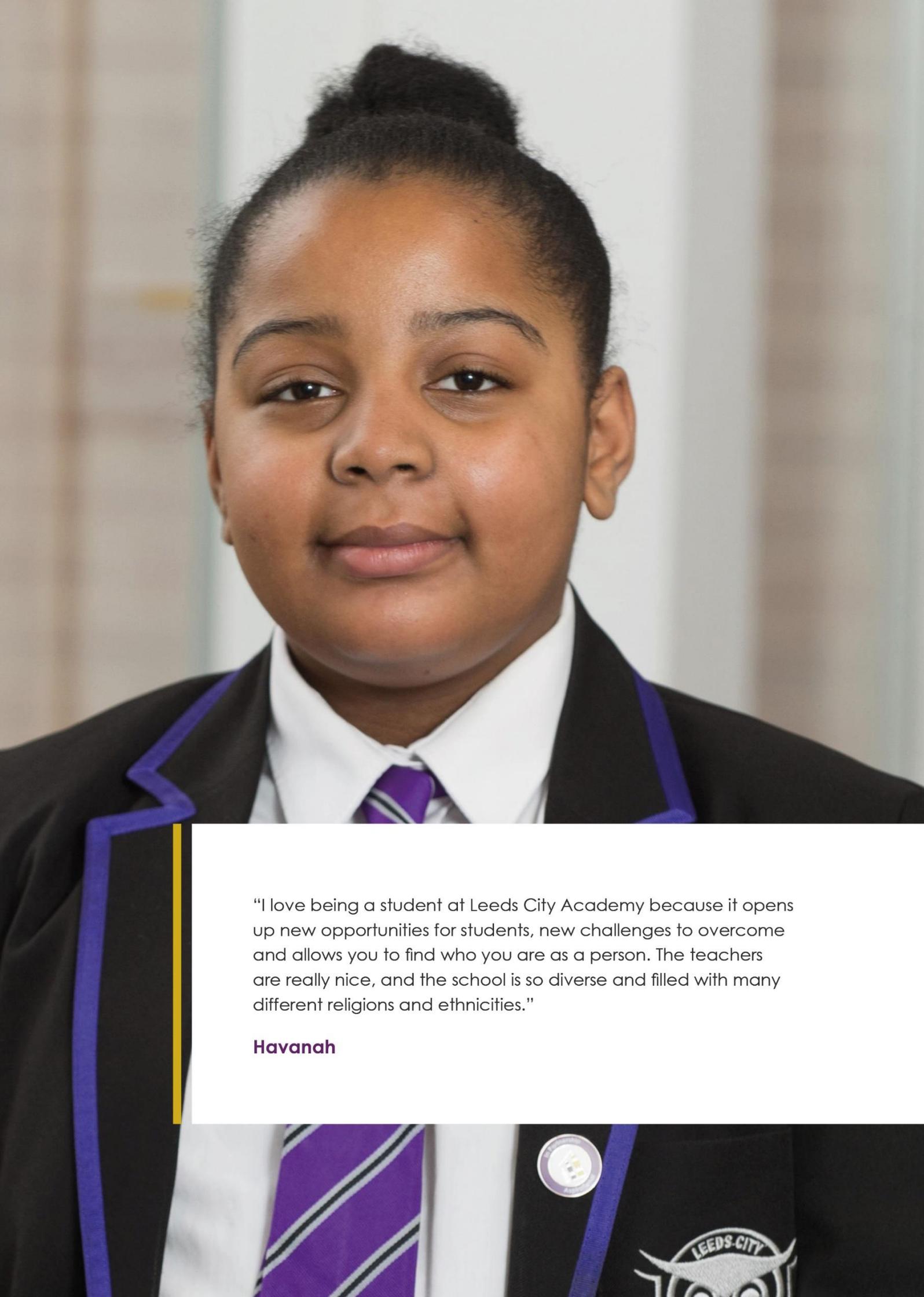
SALARY: B1 – ACTUAL SALARY £24,363 TO £25,185

HOURS: 39 HOURS PER WEEK, ALL YEAR ROUND

Leeds City Academy
Bedford Field,
Woodhouse Cliff,
Leeds, LS6 2LG

Telephone:
0113 284 4260
Email:

recruitment@whiteroseacademies.org



"I love being a student at Leeds City Academy because it opens up new opportunities for students, new challenges to overcome and allows you to find who you are as a person. The teachers are really nice, and the school is so diverse and filled with many different religions and ethnicities."

Havanah



MESSAGE FROM THE TRUST

Dear applicant,

We are delighted that you are considering applying for a role within the White Rose Academies Trust. Your interest comes at an important and exciting time in the development of the trust and our relentless implementation of our 2025 vision. At the heart of this vision is the aim for more young people and colleagues to benefit from our community-focused philosophy; the belief that the education we deliver regenerates our communities and transforms lives.

In December 2020, we reached our first milestone when our first primary joined our trust as a sponsored academy. Already, this truly community-focused academy, now named Alder Tree Primary, has enriched our trust and so, our vision is one step closer to becoming reality. Therefore, you could not be joining us at a more exciting point in our ongoing transformation.



The power of a vision is best measured by the number of detractors who claim it cannot be achieved. In our roles as Chief Executive Officer and Executive Principal of the White Rose Academies Trust, it has been a privilege to witness the drive and determination with which our staff have implemented our vision, to ensure that our academies provide:

- world-class levels of teaching and learning,
- bespoke pastoral care that nurtures our students' aspirations,
- inspiring learning environments where our students can make mistakes and overcome their personal fears to become the best version of themselves,



- industry-leading continuous professional development for all staff, as investing in our colleagues is always the right thing to do,
- local centres of community transformation.

The hard work has been recognised, and whilst we know our work is far from complete, we are proud to have reached several milestones:

- 'Good' Ofsted ratings at all three secondary academies in 2019, with an 'Outstanding' rating at Leeds City Academy for Leadership and Management.
- We welcomed our first primary in late 2020, Alder Tree Primary.
- We began an aspirational journey in 2021 by joining High Performance Learning's 'World Class' school transformation programme.

Our dedicated staff, incredible governors and amazing students are relentless in their shared aim to create truly world-class schools. The trust strives daily to empower its academy Principals to create schools that truly represent the communities they serve. We insist that our academies and our trust are externally focused, obsessive in their quest to learn from the very best, never leaving self-improvement to chance. We see vacancies such as this as an opportunity to attract talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our powerful vision. Together, we will transform lives.



THE WHITE ROSE ACADEMIES TRUST “WE SAID, WE DID”



Yours sincerely,

Mr Andrew Whitaker
CEO, White Rose Academies Trust
Deputy CEO Teaching and Learning,
Luminate Education Group



Yours sincerely,

Sarah Carrie
Executive Principal

MESSAGE FROM THE PRINCIPAL

I am absolutely delighted to share this amazing opportunity at Leeds City Academy, as we seek to recruit another talented and aspirational professional to join our team.

I am sure that having read about the White Rose Academies Trust, Leeds City Academy, our students and our continued journey of transformation, I am confident you will be keen to become an integral part of building something remarkable.

We have established a unique, positive, and transformative 'In Partnership' culture at Leeds City Academy which truly sets our school apart from others. Our 'In Partnership' values are affectionately referred to as the DNA of Leeds City Academy and this is something our wonderful students, staff, parents, and community are immensely proud of.

The academy has enjoyed an impressive period of transformation across the last few years and was judged as 'good' overall by Ofsted in April 2019, securing an 'outstanding' judgement for the quality of leadership and management. The quality of education and teaching is very strong, student behaviour is extremely impressive, and the support provided for students is unrivalled.

SO, NOW IT'S OVER TO YOU...

- Are you eager to join a forward-thinking organisation committed to securing the highest educational, professional, and personal standards?
- Do you feel you will thrive within a culture that is driven by clear values that permeate everything we do?
- Are you keen to learn, develop and work 'In Partnership' with colleagues, students, parents and the community?
- Do you feel passionately about transforming student lives and the opportunities provided to our communities? If so, then we would be delighted to hear from you.



Yours sincerely,



Mr Richard Chattoe
Principal

JOB DESCRIPTION

Post Reference: 2388

Job Title: Receptionist

Grade: B1 – Actual Salary £24,363 to £25,185

Hours: 39 hours per week, all year round

Accountable to: Office Manager

Role:

To contribute to key objectives of the Academy Development Plan, raising standards of achievement by efficiently and professionally managing a busy switchboard, undertake administration duties and ensure compliance with safeguarding protocols.

NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with the White Rose Academies Trust.

Duties and Responsibilities:

- Be responsible for opening the reception and ensuring the switchboard is operated from 7:30 am each morning.
- Operate and manage the student reception area when required.
- Act as the first point of contact for parents and visitors providing a courteous, professional, calm, and friendly service.
- Retrieve telephone messages/emails and deal with basic telephone enquiries.
- Liaise with students/staff/visitors on a daily basis.
- Sign visitors and contractors in and out, complying with LCA safeguarding protocols and the WRAT Visitor Policy.
- Provide an excellent customer service to parents, colleagues, and visitors to the academy.
- Ensure incoming and outgoing mail is organised daily, including taking the outgoing mail to the post office.



- Be responsible for the distribution and records of student devices including laptops and where required support with ensuring loaned devices are promptly returned to the academy.
- Sign for and take delivery of parcels, keeping an accurate record of deliveries.
- Keep an accurate record of all visitors to the academy including scheduled meetings and key academy visitors.
- Promote equality, diversity and inclusion and demonstrate this within the role.
- Be jointly responsible for promoting and safeguarding the welfare of students.
- Provide clerical support e.g., photocopying, filing, emailing, completing routine forms.
- Support the wider admin provision in maintaining the completeness and accuracy of student and parental data on the records/management information systems.
- Maintain and complete accurate records of staff and visitors on the InVentry sign-in system.
- Create custom sign-in events on the InVentry sign-in system where required.
- Monitor inbound communications on the academy email inbox and the Arbor MIS, following up and directing queries as appropriate.
- Provide accurate record keeping, data input and retrieval.
- Keep the pigeonholes updated with new staff/leavers.
- Undertake typing, word processing and other IT based tasks.
- Use Microsoft Office and Databases effectively to deliver administrative tasks.
- Compose and deliver academy communications through the Arbor MIS as required.
- Work with others to help improve work organisation and effectiveness.
- Ensure the franking machine is maintained.
- Manage and update staff telephone list allocating new extension numbers for new members of staff.
- Undertake general office duties as required.
- Administer booking of meeting rooms.
- Administer booking of taxis when required.
- Support the administration team with daily tasks.





- Manage stationery, carry out stock take and reorder for administration department.
- Carry out and complete reprographics jobs as required.

Other Duties:

- Assist with whole school and after school events including open evening and parents evenings.
- In liaison with the Attendance Team, assist with attendance as required.
- Undertake any other duties as required that are commensurate with the post.

Equal Opportunities

- Promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
 - Promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.
-



Generic Staff Requirements

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents/carers and the wider community.
- Adhere to the principles expressed in the aims of the academy and its vision, ethos and mission statement.
- Actively contribute to the continued development of the academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.
- Improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the academy by attending relevant meetings, training days/events as requested.
- Be aware of and comply with the academy policies and procedures e.g. safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be responsible for safeguarding children and promoting their welfare and following child protection procedures.
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the values, standards and equal opportunities of the academy.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.



Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the academy.

All postholders are accountable through the White Rose Academies Trust Performance Management Policy. The Governors and Principals of the White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.





“Whilst I have only been at Leeds City Academy for a short time, I have quickly learnt what a wonderful, supportive and child-centred team we have and I feel so lucky to be a part of it. Coming from a background in hospitality I am able to utilize these skills and take a holistic approach, as the student receptionist, to support and equip the students with everything they need to access a full and meaningful education. The team I work with value the importance of relevant staff training and have supported me throughout and I know I can go to them with any questions I may have. I am very excited for my future here and the opportunity to grow within this warm environment.”

Prasida Suman, Student Receptionist & Admin Officer



PERSONAL SPECIFICATION

You should be able to demonstrate that you meet the following criteria which are all essential:

E= Essential D=Desirable

Measured by:

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview R=References

| QUALIFICATIONS | | |
|----------------|---|-----|
| E | Good level of education and relevant training (5 GCSEs or equivalent including English and Maths) | A I |
| D | NVQ or equivalent | A |
| D | Willingness to undertake First Aid training | A |

| EXPERIENCE/KNOWLEDGE | | |
|----------------------|---|-------|
| E | Previous relevant/similar experience | A I R |
| E | Experience of providing excellent customer service | A R |
| E | Experience of working in a Front of House environment | A |
| D | Evidence of working within a school environment | A R |
| D | Knowledge of school Management Information Systems | A |
| E | Successful contributions to teamwork | A I R |
| E | Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application | A I R |
| E | Knowledge, understanding and commitment to safeguarding and promoting the welfare of students | A I R |

| SKILLS AND COMPETENCIES | | |
|-------------------------|---|-------|
| E | Competent using ICT for recording, monitoring, and reporting | A I R |
| E | Demonstrate good organisation and personal management skills | A |
| E | Able to file, retrieve, sort and complete documents accurately | A |
| E | Able to use a range of office equipment (e.g., printers, photocopiers) | A |
| E | Possess strong interpersonal skills and able to work effectively as part of a team | A I R |
| E | Able to prioritise work tasks to meet conflicting deadlines | A |
| E | Possess strong interpersonal skills and able to communicate effectively and clearly with young people and adults | A I |
| E | Able to respect sensitive and confidential work and respect the wishes of others | A I |
| E | Respectful towards all students, with total belief in their entitlement to a high-quality education, whatever their circumstances and ability | I |
| E | Committed to raising standards of achievement through high quality classroom practice | I |
| E | Committed to the principles of the academy programme | I |
| E | Commitment to the education of the whole child, i.e. social, emotional and citizenship development | I |
| E | Willing to carry out all duties within the role to the best of your ability | R |
| E | Adopting a co-operative approach to the vision of the academy | A I |

| BEHAVIOURAL AND OTHER CHARACTERISTICS | | |
|---------------------------------------|--|---|
| E | Possess personal integrity, warmth, professionalism, and a willingness to grow and learn | I |
| E | Able to work independently | A |
| E | Possess a high level of motivation and commitment with the ability to problem solve | I |

| | | |
|----------|--|------------|
| E | Committed to continuous improvement | A I |
| E | Able to carry out all duties having regard to an employee's responsibility under Health & Safety Policies | A I |
| E | Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development | A I |

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Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

THE SELECTION PROCESS

HOW TO APPLY

Thank you for taking time to read and digest our information. If you wish to apply for this post with the White Rose Academies Trust, then you should;

- **Download and complete the WRAT application form.**
- Complete the application form **fully**, ensuring all details are accurate and all declarations are signed.
- Ensure you enclose **two** professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the **person specification**, along with details of the unique contribution that you could make to the future success of the White Rose Academies Trust. If you do not complete the personal statement section of the form, you will not be considered for the role. CVs cannot be accepted.
- **PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.**
- Submit your application by the deadline stated below. Late applications will not be considered.

TIMETABLE FOR THE SELECTION PROCESS

Closing date for applications: Monday 8th January 2024, 9am*

Shortlisting: Monday 8th January 2024 or earlier*

Interview date: Week commencing 15th January 2024 or earlier*

Start date: To be confirmed, upon successful completion of pre-employment checks.

*Please note, shortlisted candidates may be called for interview prior to the closing date. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

For more information, please visit our website at [White Rose Academies Careers.](#)

To apply for this role, please complete our application form and return to recruitment@whiteroseacademies.org by the closing date. Please note we are unable to accept CV's.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check. Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. You can view our Child Protection Policy [here.](#)



"I feel immensely supported and respected by our students and my colleagues. Working here gives me a great sense of purpose knowing my contributions are making people's lives better.

I love my role which involves leading a dedicated team in making our facilities and learning environment as safe and aesthetically pleasing as possible for our students.

The Trust appreciates my hard work, skills, and me as a person. I'm really excited about the opportunities available: I'm currently studying courses to support our aims and objectives by working towards Agile Project Management and NEBOSH Qualifications"

Martin Landsberg, Site Manager



IN PARTNERSHIP



Working 'In Partnership' to secure the aspirations and ambitions of all young people.

It is our absolute belief that the forging of an incredibly strong partnership and a shared focus on a set of core values between staff, students, parents and the local community, will secure and sustain not only the very highest academic standards for all young people, but will also support, nurture and guide our students to become simply amazing young people who are able to shape their own lives, the lives of their families and help the transformation of their local communities.

Our six core values are promoted, celebrated, and used as a constant reference point throughout the academy, ensuring all staff and students understand their value and influence on their day to day lives, decisions and behaviours. Each value aligns to our Positive Behaviour system ensuring students receive appropriate rewards, restorative practice, and sanctions.



Caring



Resilient



Aspirational



Professional



Respectful



Tolerant



"The students at Leeds City Academy are simply incredible. Their respect for the school, desire to learn and professional attitudes truly set them apart from others. The Academy is a real community thanks to the strong relationships between staff and students. It is a real privilege to work at Leeds City Academy and to know that every day we are making a real difference to the lives of our students and their families.

Since joining the White Rose Academies Trust in 2015, I have been provided with countless CPD opportunities to progress my career from a Subject Leader to a Vice Principal. The support has been exceptional and has really developed my self-confidence and aspirations. "

Rachel Hassall, Vice Principal



BEGINNER TEACHER PROGRAMME

The decision to join the teaching profession is one which defines the kind of person you are. Welcome to the White Rose Academies Trust – a team of like-minded, ambitious, caring, committed and student-centred colleagues.

No matter your route into teaching or if you have arrived fully qualified, we feel that our renowned Beginner Teacher Programme exceeds the entitlement outlined in the Early Career Framework. We are committed to delivering the best possible provision aimed to support, nurture and truly ignite the passion within our early career teachers.

Offering a supportive and stimulating environment, all four White Rose academies have a lead mentor, who ensures mentoring and support is of the highest standard for every beginner teacher. High quality practitioners, paired with our beginner teachers as subject mentors, provide close guidance around subject knowledge and day-to-day classroom management. In addition to this, a weekly and bespoke CPD offer takes place within each academy, led by exemplary classroom practitioners. These also act as a means of sharing best practice within the Beginner Teacher network, with NQTs and RQTs often leading sessions to share their innovative ideas.

As a Beginner Teacher you will have access to our trust wide CPD programme, supporting further professional development alongside a full suite of opportunities to network socially with beginner teachers across the trust, all expertly coordinated and hosted by our Beginner Teacher Lead. You will have access to a great wealth of collaborative learning opportunities across our three secondary schools and one primary school serving the Leeds area.

STAFF BENEFITS

We are delighted that you are considering applying for a role with the White Rose Academies Trust. In addition to highlighting this opportunity for you to work for a progressive, highly supportive and visionary trust, we also want to share with you a sample of the amazing benefits available to all staff.

health assured

Health Assured offer free and confidential advice and support to staff and immediate family, 24 hours, 7 days per week. Services include support with family, finances, legal advice, stress, anxiety and bereavement, also providing access to structured counselling sessions.



We provide a trust-wide CPD programme and opportunities to attend national and international conferences, visit 'outstanding' academies/trusts nationally, along with access to formal qualifications up to Masters level.

First Bus

Discounted monthly bus ticket, automated mobile ticket renewals, unlimited bus travel for work or leisure, tickets sent straight to your mobile.



The trust continues to support a wide number of colleagues in undertaking apprenticeships, undergraduate and post-graduate degrees and professional qualifications (e.g. CIMA).



The Local Government Pensions Scheme (LGPS) is a statutory scheme. The rules of the scheme are issued by Parliament and have the force of law. The legal status of the pension scheme rules gives it a great deal of security.



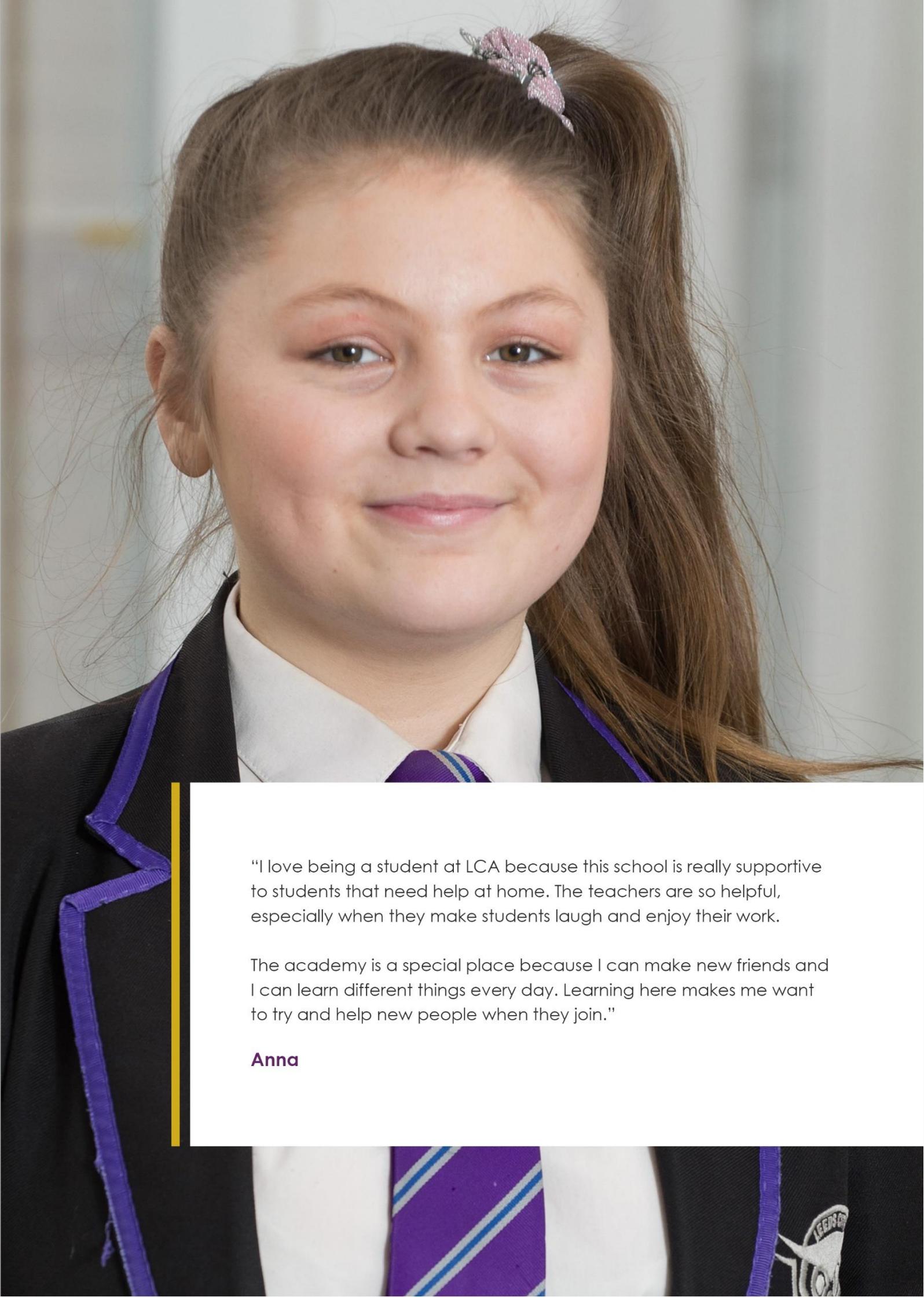
We are part of the CycleScheme. Save money on a new bike and spread the cost. Visit their website for more information on how to sign up to this fantastic scheme.



Free parking for staff at all of our academy locations.



Techscheme allows you to purchase the latest tech through your employer via salary sacrifice. Spread the cost across 12 payments from your gross salary, making NI savings. There are over 5,000 tech products to choose from.



"I love being a student at LCA because this school is really supportive to students that need help at home. The teachers are so helpful, especially when they make students laugh and enjoy their work.

The academy is a special place because I can make new friends and I can learn different things every day. Learning here makes me want to try and help new people when they join."

Anna

STAFF WELLBEING

The White Rose Academies Trust is made of outstanding professionals, whose daily commitment is matched only by the pride our students feel for their school and education. The future of our society is exciting, vibrant and safe in the hands of our students and staff.

We are committed to encouraging a positive working environment that promotes the physical and mental wellbeing of our staff. The capability and wellbeing of our colleagues is a priority for the trust. Therefore, we make every effort to address and meet our employee's health and wellbeing needs.



Colleague
Recognition

We have a great staff recognition system which is built around a system of gratitude/appreciation cards. This initiative encourages staff to submit positive feedback to their peers and allows all staff to be appropriately recognised for their hard work.



Wellbeing
Wednesdays

Our academies have introduced Wellbeing Wednesday breakfast for all staff. Breakfast is available from 7:45am in the canteen.



Department
for Education

We have signed up to the Education Staff Wellbeing Charter because the wellbeing of our staff is of paramount importance to us. Visit the Dfe website for further details.



MINDFUL
EMPLOYER

Unlike other accreditations or quality standards, the Charter for 'Employers Positive about Mental Health' is about recognising those employers working towards better mental health in the workplace; no matter where they are in their journey.

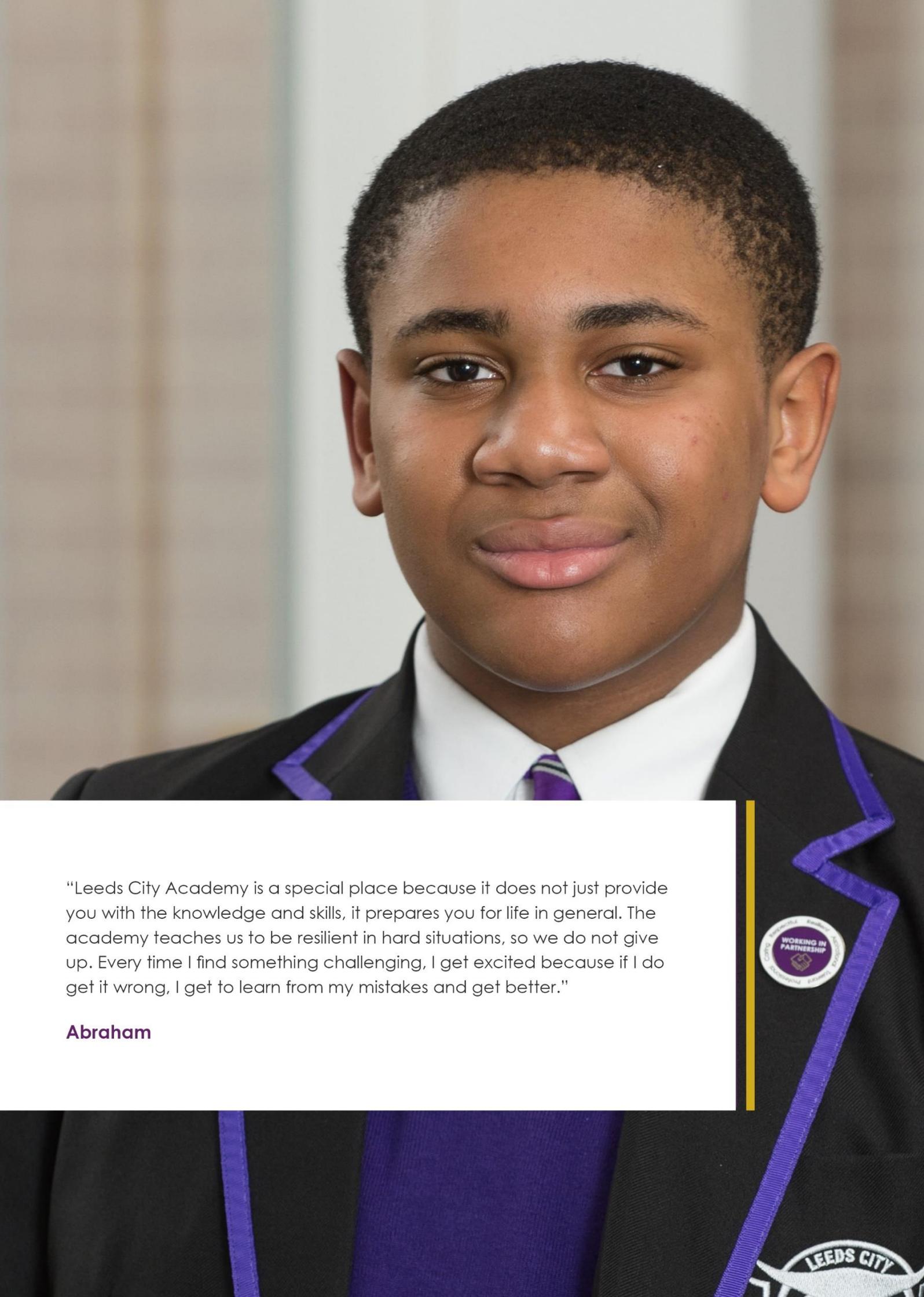


Staff Recognition Treats

Staff are awarded with sweet treats throughout the year to thank them for their hard work.

health  assured

Health Assured offer free and confidential advice and support to staff and immediate family, 24 hours, 7 days per week. Services include support with family, finances, legal advice, stress, anxiety and bereavement, also providing access to structured counselling sessions.



“Leeds City Academy is a special place because it does not just provide you with the knowledge and skills, it prepares you for life in general. The academy teaches us to be resilient in hard situations, so we do not give up. Every time I find something challenging, I get excited because if I do get it wrong, I get to learn from my mistakes and get better.”

Abraham



MESSAGE FROM THE BOARD

Welcome to the White Rose Academies Trust.

We are an ambitious trust with very high aspirations for the children and diverse communities which we serve.

Our values underpin everything we do and our compassionate approach is reflected in our students and how we all work together as one.

Our Board is made up of incredibly talented and inspiring people. We are focused on building the best environment for our academies to flourish and by providing excellent governance we aim to:

- ensure clarity of vision and strategic direction,
- hold executive leaders to account for the educational performance of the organisation, its students and the performance of staff,
- oversee the financial performance of the organisation and make sure that money is well spent.

We are thrilled with the improvements and progress achieved by all our academies so far. Our rating of 'Good' by Ofsted, with Leeds City Academy also achieving 'Outstanding' for Leadership and Management is something we are incredibly proud of. We know we have the right teams of professionals in our academies to take us further as we continue make improvements across the trust.

Board of Directors



WHITE ROSE ACADEMIES

"Our ambition is excellence.
Every child, every teacher,
everyone; outstanding."

The White Rose Academies Trust is a
member of Luminate Education Group

luminate
EDUCATION GROUP

