

HAMMERSMITH

Academy

RECEPTIONIST (PART-TIME)

**Candidate Information Pack
May 2024**



<https://www.hammersmithacademy.org/>



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BACKGROUND TO HAMMERSMITH ACADEMY

Hammersmith Academy ("the Academy") (www.hammersmithacademy.org) is a state-of-the-art, non-denominational, all-ability, co-educational secondary school for 11-18-year olds. Sponsored by City of London Livery Companies; the Mercers' Company and the Information Technologists' Company, the Academy opened in September 2011 and has now grown to approximately 910 students on roll. The Academy is oversubscribed and continues to be highly successful.

The Academy combines excellence in achievement across the curriculum with opportunity and innovation in learning approaches developed through the Academy's specialisms in ICT and Creative and Digital Media.

HA Vision

- To develop highly qualified, aspirational young adults who make outstanding progress and as active citizens take a lead within the community and are committed to giving 100% in everything they do.

HA Values

- We inspire pride and confidence in our students to achieve their full potential. Everyone in the Academy is responsible for modelling a positive and professional attitude at all times.
- We create a stimulating and enriching learning environment where high expectations and challenge prepare students for a global society.
- We succeed by developing a growth mind-set through the skills of resilience, resourcefulness, reflectiveness and reciprocity.

An enhanced Vision and Ethos statement is provided within the information pack. The sponsors are committed to excellence in secondary education and have a track record of working with successful academies and in areas of significant academy improvement. The educational vision, building design, curriculum model and Academy organisation plan are based on the template developed successfully at Thomas Telford Academy and the Mercers' other academies.

The Academy has the support of, and access to, the expertise and educational networks of the Mercers' group of schools and colleges, which includes the highly acclaimed St. Paul's schools' (Independent), and the Thomas Telford family of academies as well as the West London Partnership www.westlondonpartnership.org. Further details of the sponsors' educational activities can be found on their websites www.wcit.org.uk and www.mercers.co.uk. The sponsors also have strong links with international IT industries and with the City of London.

Why choose us?

- A dynamic learning culture where your skills and attributes will be essential to its continued growth and development
- A strong, supportive staff body and leadership team
- A "can-do" culture of achievement coupled with ongoing personal and team CPD
- A well-run Academy with clear and effective processes that support professionals to lead and teach
- A commitment to well-being and support across the Academy

Ofsted – January 2022

"Hammersmith Academy continues to be a good school".

“Leaders and staff are determined that all their pupils will succeed. They have established a culture of aspiration for all, regardless of pupils’ individual starting points”.

“Pupils benefit from learning a broad curriculum, including in the creative arts and languages. Many pupils choose to continue studying arts, as well as humanities and languages, at GCSE level. Pupils learn to behave kindly and respectfully towards one another, making the school a harmonious place. Poor behaviour is rare. If bullying occurs, leaders respond quickly and effectively. Leaders and staff ensure that pupils are kept safe at school”.

“Leaders and staff are knowledgeable about safeguarding. They are well informed about the risks pupils may face, including those in the local area. Staff are vigilant, and identify and report concerns without delay”.



Click here for a virtual tour of the Academy: <https://www.hammersmithacademy.org/about-us/virtual-tour/>

RECEPTIONIST (PART-TIME)

Reporting to:	Office Manager
Salary:	Scale 3 - Pt 14-17 - £26,442-£27,467 per annum (pro rata) /£9,734-£10,112 per annum (actual salary)
Hours:	Part-time/Term Time only – 16 hours per week Thursday-Friday - 8.00am to 5.00pm
Start:	As soon as possible

You will be required to actively engender a high level of professionalism within the support staff, as a forward-facing member of the Academy. Support Staff posts at Hammersmith Academy are for those people who passionately care about young people's education, and understand the positive impact that all staff within a school can, and should, have.

Specific Responsibilities

- Greet and welcome visitors to the Academy in a professional and inclusive manner, providing a helpful and efficient response to all queries and requests from visitors, students and staff and manage all calls and take accurate messages.
- Deal with queries from parents and students and direct them accordingly.
- Assist the Office Manager, as directed, with administrative tasks including typing, reprographics, paperwork regarding trips etc.
- Liaise effectively with all members of the admin team to provide continuity throughout the school day.
- Provide First Aid support to students and staff – if First Aid trained.

Due to the small school nature of the Academy, it should be emphasised that all support staff are regularly required to assist in different areas.

Health and Safety

- Act as Fire Warden and First Aider.
- Contribute to a safe and healthy workplace by following Health and Safety instructions and policies.
- Report accidents and hazards.
- General care for one's own safety and that of others, including volunteers, students and parents, who may possibly be affected by actions or inaction.

Other Responsibilities

- Be aware of, and comply with, policies and procedures relating to child protection, security and confidentiality, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the Academy.
- Uphold confidentiality at all times regarding the Academy's staff and students.
- Comply with Hammersmith Academy's Professional Dress Policy and Code of Conduct.
- Comply with, and promote, all working policies and procedures.
- Present a positive personal image, contributing to a welcoming Academy environment which supports equal opportunities.
- Carry out other reasonable tasks from time to time as directed by the Office Manager.

Applications are welcomed from suitably qualified candidates with the appropriate skills, vision and desire to work at the Academy, where expectations are high and there is a strong focus on student achievement.

We have a strong commitment and vision for staff wellbeing with many opportunities, activities and events throughout the year. Our vision for wellbeing in the workplace is as follows:

'To create a caring school community promoting staff well-being through a whole-school approach characterised by caring and supportive relationships amongst school members; school members being meaningfully engaged in the school community; and addressing and supporting the health and well-being of all school members within a safe environment that celebrates achievements.'

Are you a highly motivated, outstanding individual with a strong presence, who is ambitious for students, their colleagues and the Academy? Do you have a passionate belief in the ability for all to succeed? Are you a conscientious and enthusiastic team player who is looking to join a vibrant department? If so, we look forward to hearing from you.

PERSON SPECIFICATION AND SELECTION CRITERIA

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Numeracy and literacy competence with GCSE or equivalent in Maths and English Good IT skills An ability to use different types of computer software for a variety of tasks An ability to use advanced functions of word-processing software to produce well-presented, clear, grammatically correct documents Willingness to undertake further training 	<ul style="list-style-type: none"> Current First Aid Certificate NVQ in Customer Service
Experience	<ul style="list-style-type: none"> Experience of Microsoft Office software Ability to maintain legible and accurate records Previous experience in a similar role would be an advantage and some flexibility with regards to working hours is essential 	<ul style="list-style-type: none"> Thorough understanding of monitoring visitor's access and issuing passes Extremely capable of keeping Reception area clean and organised Knowledge of SIMS system
Leadership & Management Skills	<ul style="list-style-type: none"> An ability to prioritise, plan and organise work whilst in a busy environment An ability to deal appropriately with sensitive or difficult situations with clients/customers or members of the public Good motivational skills Excellent attention to detail and to work without direct supervision 	
Decision Making Skills	<ul style="list-style-type: none"> Good problem-solving skills Ability to develop and maintain effective office systems and procedures Ability to respond quickly and effectively to changing situations 	
Personal Qualities	<ul style="list-style-type: none"> Highest possible standards of honesty and integrity Enthusiastic and positive with a commitment to providing a high-quality service Good communication and interpersonal skills Polished customer service skills Willingness to work flexibly in response to changing organisational requirements Ability to maintain good working relationships with all colleagues Ability to work under pressure Excellent written and verbal communication skills Articulate, well-mannered and eloquent Well-presented and mindful of corporate dress code 	<ul style="list-style-type: none"> Ability to work in a community setting Good knowledge of local area

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviours; and
- attitudes to use of authority and maintaining discipline

If shortlisted, any relevant issues arising from references will be taken up at interview.

The Selection Panel will be looking for evidence in your application form of your strengths and abilities in relation to the criteria set out in this person specification.

Note: The duties listed within this Job Description are indicative only. The Academy retains the right, at its own discretion and without consultation, to review and amend individual job descriptions, which may result in duties being changed or specific duties being switched between members of the Admin team.

STAFF BENEFITS

The Academy offers all its staff a range of benefits including:

- Interest Free Loan of up to £2000 - for IT equipment
- Employer pension contribution – Teachers Pension Scheme (Teachers); Local Government Pension Scheme (Support staff)
- Annual Leave entitlement of 26 days plus 8 Bank Holidays which increases to 31 days annual leave after 5 years’ service
- Cycle to Work Scheme: Cyclescheme is an employee benefit that saves 25-39% on a bike and accessories. Nothing is paid upfront and payments are taken tax efficiently from your salary by your employer.
- Season ticket loan – employees are entitled to apply for an annual, interest-free season ticket loan for travel or apply for a bike loan
- Support Staff Continuous Service Award
- Free Health and Fitness – full access to the Academy’s fantastic gym and fitness facilities
- Free lunch and hot drinks – for staff who dine with students
- Free breakfast — on Fridays and on INSET days and staff can take advantage of our subsidised breakfast service each day
- A commitment to Wellbeing:
 - free flu vaccinations offered annually
 - INSET in July to plan for September so that you can enjoy your summer
 - a two-week half term during the Autumn Term
 - weekly Staff “shout-outs” celebrating each other
 - Staff Drop-in Sessions
 - Governors’ Praise and Recognition Scheme
 - Staff social events including Staff Wellbeing Afternoons
 - Staff football/yoga
- Access to the London Borough of Hammersmith and Fulham’s Parking Permit Scheme offering subsidised parking in the local area
- Membership of Medigold Health Protect – our mental health and well-being support service including the Thrive App offering mental wellbeing support at the touch of a button, anytime, anywhere
- Free Membership of the National College
- In addition to whole school CPD, a separate CPD budget of up to £300 will be available to staff to be agreed with Department Head and CPD Manager

THE ACADEMIST

Hammersmith Academy's termly newsletter, containing articles and stories from the full spectrum of Academy life. There are contributions from both students and staff, and covering academic and extra-curricular events.



<https://www.hammersmithacademy.org/parent-portal/newsletter/>

HOW TO APPLY

Please complete the **application form**, which includes a supporting statement, and a monitoring form. CVs alone will not be accepted.

Please send your completed application form by email to: hr@hammersmithacademy.org

Closing Date: **Monday, 3rd June 2024 – 9.00am**

Interviews: **TBC**

All applications will be initially acknowledged by e-mail. If you have not heard further within two weeks of the closing date you may assume you have not been successful on this occasion.

Additional information about Hammersmith Academy can be found by going to our website:
www.hammersmithacademy.org

In accordance with recommendations made by the DfE in Keeping Children Safe in Education 2022, all shortlisted candidates will be subject to an online search. This will help identify any incidents or issues that have happened, and are publicly available online, which Hammersmith Academy will explore with the applicant at interview.

Hammersmith Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS Check) and the receipt of two satisfactory references.

Hammersmith Academy is an Equal Opportunities employer and does not discriminate on the grounds of any protected characteristics as defined by the Equality Act 2010.

HAMMERSMITH ACADEMY
INSPIRE CREATE SUCCEED

Vision

To develop highly qualified, aspirational young adults who make outstanding progress and as active citizens take a lead within the community and are committed to giving 100% in everything they do.

Values

We inspire pride and confidence in our students to achieve their full potential. Everyone in the Academy is responsible for modelling a positive and professional attitude at all times.

We create a stimulating and enriching learning environment where high expectations and challenge prepare students for a global society.

We succeed by developing a growth mind-set through the skills of resilience, resourcefulness, reflectiveness and reciprocity.

The HA WAY - HA learners demonstrate:

- Pride and Commitment
- Professionalism and Leadership
- Active citizenship
- Honesty and Reliability
- Respect and Integrity

Hammersmith Academy ensures that students are happy, safe and secure in their learning and develop through a culture of success, into self-confident independent learners who become highly valued members of their community. Strong leadership at all levels challenges underachievement and ensures students make outstanding progress and achieve high standards of attainment.

It is an inspiring and creative place to learn, which is rich in digital and creative media technology that stimulates and develops students' academic and vocational skills through the promotion of excellence.

Students leaving the academy will have the following profile:

- A strong portfolio of accredited achievement;
- A highly developed sense of responsibility and pride in their own performance;
- Outstanding communication skills, including digital literacy
- Well-developed literacy and numeracy skills
- Strong leadership skills coupled with a professional attitude to enhance employability;
- An ability to work collaboratively and develop team cohesion;
- An aptitude for research, enquiry, problem solving and creativity
- Are actively kind, caring and socially responsible.

Developing character and a growth mind-set - Be better than you thought you could be

Good character development coupled with academic success is essential to a high-quality education. We succeed by developing a growth mind-set through the skills of resilience in the face of challenge, resourceful when solving problems, reflective when evaluating progress and reciprocal when working in teams. To be fearless when striving for excellence and contributing positively to life in a global society.

We want each individual to be better than they thought they could be. We believe everyone is powerful beyond measure and capable of extraordinary achievements. We expect more from ourselves and each other in our drive to be the best and are 100% committed in everything we do. We constantly challenge students to push their limits, to work hard, to be resilient and inspire each other to *outstanding* success.

We expect the same from all adults. That they are determined and committed to be the best they can be, demonstrate a 'can do' attitude and transmit these expectations to the students.

Knowledge is power

Knowledge creates power. First, Intellectual power - primarily through the core disciplines of literacy and mathematics which are the building blocks in accessing a successful life. Second, Economic power - a deep understanding of the links between self-management and problem-solving skills in becoming rounded and grounded in preparation for the world of work and thirdly, Social power - developing our social and moral responsibility as active citizens.

We prepare students for successful lives through a stimulating and engaging curriculum where our practices mirror those found in the wider world of work. Using a broad experiential approach, students are given the opportunity to make choices, take responsibility for their learning and accelerate their interests in greater depth.

Developing a thirst for knowledge through inspirational teaching is powerful. Its value is limitless. It enables students to absorb challenging concepts and develop the skills of critique, analysis and evaluation.

Leading is achieving

Leadership is central to our ethos of success as an individual, a team and a learning organisation. We work closely together to improve. We consistently look to enhance the quality of what we are doing and seek inspiration from inside and outside the Academy.

Our students are future leaders who develop a clear sense of ownership and pride in their own performance which empowers them to support others. We expect students to value and celebrate success and champion their community.

All adults are expected to lead and to build a performance culture. In every action, attitude and expression, they set direction and expectation. Every adult is trusted to act with integrity and take personal responsibility to do the right thing for the students.