



Receptionist (PM)

Information for candidates

July 2025

Introduction from the Principal



Dear Applicant,

Skidders' Academy is an aspirational and inclusive community in which we expect staff and students to be the best they can be. We support this goal by offering an environment characterised by high challenge and high support. We take pride in our academically rigorous curriculum, our wide-ranging enrichment programme and our excellent pastoral support systems. All of these 'ingredients' ensure that we provide a stimulating and rewarding working environment for our staff and a rich and well-rounded educational experience to our students. We want our students to excel and recognise that, to achieve this, they need the input of a highly skilled and motivated staff body. As such, we seek to invest in our staff – our most valuable resource – to support their ongoing professional development and equip them with the expertise to facilitate students' learning and personal development to the highest level.

You will be a highly motivated professional who enjoys working as part of a high performing team. You will be just as committed to supporting others to achieve their full potential as you are to achieving personal progress and success. You will have an ethical commitment to inclusive education and will enjoy the challenges and rewards of working in a diverse school community that serves students from many different backgrounds. Regardless of students' backgrounds, you will hold nothing but the highest of aspirations and expectations of them and will be wholly committed to ensuring that their experience of education is characterised by success. If this sounds like you, we welcome your application and hope you will become a valued member of the Skidders' community.

About Us:

- Reconfirmed as a 'Good' school by Ofsted in May 2022, with significant year-on-year improvements in student outcomes that place us above the national averages at Key Stages 4 and 5.
- We provide a world-class education for students aged 11-19, in a modern state of the art building that opened in September 2010.
- We provide a welcoming, caring and stimulating environment with excellent teaching facilities.
- We have pupils who are highly motivated to excel and are fully supported by parents who work with us in close partnership.
- We have excellent transport links; 5-minute walk from the bus stop or Manor House Underground Station which is served by the Piccadilly Line.
- We have high-quality teaching and support staff who are fully committed to supporting pupil's academic and personal development and work collaboratively with their peers to share best practice.
- We offer excellent opportunities for professional development and progression.
- We support staff and student wellbeing through many initiatives, including a two-week half term holiday in the Autumn Term.

Thank you for your interest in our Academy. I look forward to receiving your application.

Ms S Jacob
Principal
Skidders' Academy

Our Mission



Our Mission

The Principal and Governors at Skinners' Academy believe that all children deserve an enriching educational experience in an environment where they can thrive academically and personally. We want every one of our students to experience success and graduate from the academy well-equipped, in all regards, for their future lives.

Our Values

- **Be Curious** - We will ask the right questions, learn from others and look for ways to work smarter.
- **Be Cooperative** - We will work in partnership with others to achieve our goals.
- **Be Determined** - We will see challenges as obstacles that we can overcome. We will not give up.
- **Be Kind** - We will be generous with our time and resources; we will show empathy.
- **Be Respectful** - We are committed to upholding the values of equality and inclusion. We will not tolerate prejudice in any form.
- **Be Outstanding** - Exceptionally good; this is what we strive for 100% of the time.

Our Specialism

In our commitment to ensuring that our young people are not only prepared for every step of their learning journey but that they also have the agency to influence their future, we believe that enterprise forms a crucial role in realising this. As an Academy, we will ensure that students understand the skills of enterprise and that they can use these effectively to carve out their desired futures.

"Enterprise is about motivating young people to learn and excel in their education and to see the relevance of their studies. It is more than the creation of entrepreneurs, it is about a can-do, positive attitude and equipping people with the confidence to develop ambitious career and vocational interests. Enterprise therefore supports the development of a wide range of work and professional skills and capabilities, including resilience, risk-taking, creativity and innovation, as well as a self-belief that starting a business is a viable career choice and one of the most exciting and challenging things a person will ever do."

- Lord Young, 2014



Skinner's Academies Trust

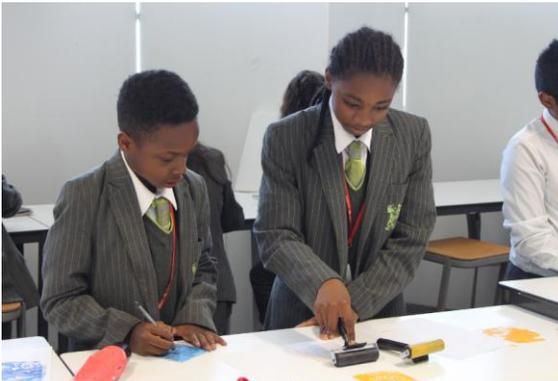


Skinner's Academies Trust is a new, collaborative Trust of five high-performing schools in Kent and London working together to improve outcomes for all our students. Launched in September 2023, the Trust educates a total of 4,500 students across primary and secondary phases and both comprehensive and selective schools.

The Trust builds on the longstanding collaboration and shared values across the family of schools supported by The Skinner's Company, one of the Great Twelve Livery Companies of the City of London. The Company is a major not-for-profit

organisation with a well-established reputation for philanthropy dating back some 700 years. Education is a core charitable purpose and its schools aspire to provide all their young people with the opportunity to make the most of their talents and fulfil their potential.

Skinner's Academies Trust's mission is to provide its young people with the opportunity to make the most of their talents and fulfil their potential. To do that they ensure that each school has first-class teaching, management and leadership, and are supported and held to account by high-quality governing bodies.



Skidders' Academies Trust: Professional Development



Skidders' Academies Trust are committed to investing in our people and as such offer a high-quality suite of professional development opportunities for all our teachers. Everyone at the Trust is committed to being a reflective practitioner, open to learning and motivated to keep getting better.

We know that professional development for our people will lead to impact in our schools. The five pillars of our offer are designed to offer opportunities to all our staff, to support our vision for an excellent education in all our schools and to have a clear impact on outcomes for all our pupils.

Chartered College of Teaching membership: Open to all

All teaching staff are given full membership to the Chartered College of Teaching. This gives them access to a range of resources including research papers, articles, lesson videos and the quarterly journal, *Impact*; and opportunities to participate in CCT courses or become a Research Champion.

Research-led networking opportunities: Open to all

The Trust-wide book group meets online each half term to explore an education-based text and discuss the implications on classroom practice. Copies of the book are free to members.

Our Research Enthusiasts group similarly meets each half term. It offers teachers from across the Trust, with a passion for evidence-informed practice, the opportunity to debate a range of research and its implications for classroom practice and student outcomes.

Development for middle leaders: Open to aspiring and existing middle leaders

Our bespoke Middle Leadership Programme is a 10-month course designed and delivered internally

for those at the start of their leadership journey. Throughout the course we explore evidence and good practice around effective leadership, use of data, managing teams and how to implement improvement. All participants are allocated a mentor who supports them throughout the course and get to visit each Trust school over the course of the year.

Subject-specific collaboration: Open to subject leads and subject based TLR holders

We have established Subject Communities for English, Maths, Science and MFL, enabling improvement at subject level the Trust through collaboration between subject leads and shared good practice. This gives heads of department an exciting chance to experience and learn from a range of practice across all our schools.

SLT Community of Practice: Open to senior leaders

All senior leaders across the Trust are members of our SLT Community of Practice, giving them the opportunity to share good practice in school improvement. Leaders participate in visits to Trust schools, hear from external experts and provide professional and supportive critique to one another.

NEW for 24/25: Purposeful Practice Programme: Open to all

Rooted in the best available evidence, this programme provides an opportunity for teachers at all levels to refine and hone their craft. Focusing on granular, high impact teaching strategies, participants will observe these in action before engaging in analysis and review and then planning to incorporate them into their own practice. This is a unique programme to SAT and an exciting opportunity for all practitioners.

Staff Rewards and Benefits



Two-Week Autumn Half Term Holiday

In the interests of staff and student wellbeing, we offer a two-week holiday during the longest and most demanding term of the academic year.

Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

Pension Scheme Contributions

We pay in a high percentage of monthly contributions for Teaching Staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

Cyclescheme

Skinner's Academy is a registered employer of the Cyclescheme which is the UK's most popular Cycle to Work benefit, providing staff members with the opportunity to purchase a bike of their choice, tax free. Staff can save 25-39% of the cost of a new bike and accessories whilst also spreading the cost. Payments are deducted via payroll over a term of 12 months.

Cyclescheme has also launched the UK's first Cycle to Work scheme for City Bike Hire, which is perfect if you can't have a bike of your own or if you want a multi-modal commute.

City Bike Hire enables staff to save 32-42% on the cost of bike hire membership. Cyclescheme has partnered with Santander and Brompton, with more exciting partnerships coming soon.

Discounted Mortgages for Teachers

Endorsed by the NEU, Teachers Building Society was established specifically to help teachers with smaller deposits buy their very first home. As the only building society dedicated to teacher lending, they not only reserve their best (cheapest) mortgage deals especially for teachers, but they also use their expert understanding of the education industry to make the home buying process as smooth and simple for teachers as possible. Buying a property with someone

else? No problem, only one applicant needs to be a teacher.

Employee Assistance Programme

Our Employee Assistance Programme (EAP) is a package of emotional and practical support that provides the following:

- A range of counselling options including telephone, online or face-to-face sessions, and a mindfulness module.
- A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations.
- Financial, legal and practical support from qualified professionals on a range of personal issues.
- Access to online health and wellbeing resources and a specialist information service.
- This free service is confidential and can be used to support staff with any personal or work-related issues that may be affecting their wellbeing.

Local Café Discount

One of our local cafés, 215 Hackney kindly offers all Skinner's Academy staff a 15% discount on food and drinks upon presentation of their staff ID card.

They are a casual café and restaurant serving Middle Eastern breakfast, brunch/lunch and dinner with an East London Twist.

London Borough of Hackney School Staff Offers

All employees of London Borough of Hackney schools can register for the borough's savings and discounts scheme where employees can enjoy 100's of offers on big name brands such as BT Broadband and supermarket digital gift cards. Employees can register for free using their school email address and Scheme ID Number.

Social Events

The Skinner's Social Committee helps to connect staff during this challenging time by organising lively staff social events to ensure that staff get the opportunity to unwind and enjoy a well-deserved break from work.

Job Profile



POST: Receptionist (PM)

GRADE: Scale 4 (Spine Point Range 18 - 21)

£28,126 to £30,023 (FTE)

£14,558.81 to £15,540.75 (pro-rata)

HOURS: Part time, 21.25 hours per week, Monday -

Friday, 11:45am – 16:00pm

Term time only (39 weeks per year)

RESPONSIBLE TO: Academy Reception and administrative support

RESPONSIBLE FOR: Office Manager

Job Summary

To provide a first class reception service for the Academy and to support the Office Manager in the provision of a high quality central administrative service.

Main Activities and Responsibilities

The duties outlined in this job may be modified by the Principal, to reflect or anticipate changes in the job, commensurate with the salary and job title.

- To provide reception duties and ensure cover is available when necessary.
- To act as first point of contact for enquiries from visitors, pupils, parents, staff and governors.
- To operate the Academy's main telephone system including taking and delivering messages, transferring calls (as appropriate) and contacting parents or other agencies as directed.
- To use the electronic entry system for Academy gates, enabling access for parents, students and visitors to the Academy premises.
- To keep an up to date log of visitors, telephone calls and relevant Academy business.
- Manage visitors to the premises to include preparing passes, and ensuring they are signed in on the Inventory system. Thoroughly checking identification and DBS documents and forwarding this information to the HR team.
- Accepting and recording deliveries to the School
- Dealing with late students ensuring they are picked up and registered

- To keep staff and pupil texting system up to date and text parents at the direction of the Office Manager.
- To monitor the enquiries and administrative email account and respond to, or forward, messages as appropriate.
- To provide administrative support as directed including word processing and parental contact as appropriate.
- To carry out administrative duties as instructed by the Office Manager.
- Ensure the smooth operation of the School's Reception ensuring that the area is kept tidy and professional at all times.
- Any other duties as may be required by the Academy.

Additional Responsibilities

- Duties may vary from time to time without changing the general character of the position or the level of the responsibility entailed.
- At all times the postholder must adhere to professional business standards of dress, courtesy and efficiency, in line with the ethos and specialism of the Academy.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. They may be required to do other duties appropriate to the level of the role, as directed by the Principal.

Job Profile



Key Organisational Objectives

The Postholder will contribute to the Academy's objectives in service delivery by:

- Follow Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- Operate within the Academy's equalities policies, demonstrating commitment and contribution to improving standards for students as appropriate
- Attend Governing Body and staff meetings
- Participate in staff training and development
- Develop links with Governors, LEAs and neighbouring schools/Academies
- Adopt customer care and quality assurance initiatives
- Contribute to the maintenance of a caring and stimulating environment for young people
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy

Conditions of Service:

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Governing Body.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

This post allows substantial access to children, candidates are required to comply with Academy procedures in relation to DBS checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Academy to ascertain details from the Disclosure and Barring Service (DBS) regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Academy Equalities Policies.



Person Specification



Qualifications	Essential	Desirable
Five GCSE A*-C, or 5+, including English & Maths	✓	
Experience	Essential	Desirable
Experience of using Microsoft Office Suite	✓	
Experience of managing computerised databases, such as SIMS, Serco		✓
General office experience, including answering phones, and dealing with a range of administrative tasks at the same time	✓	
Experience of dealing effectively with the general public	✓	
Experience of working with a range of administrative systems		✓
Professional Knowledge and Understanding	Essential	Desirable
Personal		
Must be well organised	✓	
Must be well presented	✓	
Excellent written and oral communication skills at all levels	✓	
Ability to work under pressure while maintaining a positive and professional attitude	✓	
Ability to work as part of a team	✓	
Ability to organise and prioritise workload, and work on own initiative	✓	
Ability to take accurate messages and follow up where necessary	✓	
Ability to communicate effectively with staff, students and parents	✓	
Ability to accurately input information on a database	✓	
Flexible and willing to contribute to the success of the team	✓	
Administrative		
Experience of using administrative systems	✓	
Problem solving	✓	
Attention to detail in communication and planning	✓	
Being a first point of contact for giving relevant information effectively	✓	
Equal Opportunities		
Have excellent interpersonal skills and be able to communicate effectively	✓	
Ability to develop good relationships with staff, pupils and the wider Academy community	✓	

Application and candidate selection process: our candidate charter



We want every candidate to have an informed, engaging and positive experience, and to support this we have created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it is like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.



In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

Our commitment to you:

- **Transparency** We will treat you with respect, honesty and fairness
- **Protecting your privacy** We will ensure your information is secure and handled sensitively
- **Understanding You** will be given everything you need to make informed decisions
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential
- **Feedback** We will provide constructive feedback professionally and promptly
- **Listening** We welcome feedback and we'll act on what you have to share
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse workforce.



Safer recruitment in education: information for applicants



Skinner's Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

What we will provide

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- Skinner's Academy or TES application form – please visit our [TES page](#)

All applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in employment history.



Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

References

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.

If the referee has any reservations, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

We will also carry out online searches for all shortlisted candidates to identify any incidents or issues, related to suitability to work with children.

Pre-employment checks

- an enhanced DBS check is required for all successful applicants;
- prohibition and overseas checks will also be completed if necessary.

How to Apply



The closing date for applications is **Monday 7th July 2025 at 9am** with interviews taking place **WC Monday 7th July 2025**.

- Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification
- Further information about the role and an application form can be found on our [TES page](#).

For more information about this position, or to have a confidential discussion about the role, please contact recruitment@skiddersacademy.org.uk.

We look forward to hearing from you.



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