



King's Academy
Prospect



Receptionist/Administrator

ASPIRE • BELIEVE • ACHIEVE



King's Group
Academies



King's Academy
Prospect

Cockney Hill, Tilehurst, Reading

Berkshire RG30 4EX

Tel: 0118 959 0466

enquiries@kgaprospect.uk

<http://www.kgaprospect.uk>

Headteacher: Mr D Littlemore

Dear Candidate,

Thank you for your interest in joining us at King's Academy Prospect.

I am extremely proud to be Headteacher of this school. Our ethos is 'Aspire, Believe, Achieve', and you will see that this is very much more than a simple tag line. I expect every member of staff here to demonstrate these values in everything that we do with our students. It is my aim that every student will leave King's Academy Prospect fully equipped to make a positive contribution as young citizens in the twenty-first century.

We have high expectations for all; we are clear that our students need well-planned, challenging and exciting lessons that stretch and develop their skills, knowledge and understanding. In return for being an outstanding teacher, we will offer you the opportunity to develop your career beyond your own expectations, through a supportive working environment, excellent CPD opportunities, and collaboration with a range of partner schools and colleagues.

We are fortunate to have a truly inspiring site – our facilities are expansive and among the best in the region. We offer specialist classrooms that are well equipped, a balance of planning, preparation, teaching and development time, and a genuine commitment to staff well-being and work-life balance.

I do hope that our accompanying literature will help you to make the decision to apply to King's Academy Prospect. If you would like to visit the school in advance of this, we would be delighted to show you around. Please contact Headteacher's PA, Abi Davis, to make an appointment.

With very best wishes,

David Littlemore
Headteacher



King's Academy
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About our school



Every student is treated as an individual and is encouraged to develop as a confident independent learner





King's Academy
Prospect

From the Sixth Form to the lower school
King's Academy Prospect encourages
respect, resilience and rapport





Our curriculum is broad and balanced, so students can keep their options for future study as open as possible





Our facilities provide students with a high-quality learning environment in which to develop their skills



Our School

"Pupils are aspirational and rightly optimistic about their futures. Leaders set high expectations for pupils' learning, behaviour and widely development, which are routinely put into practice" – Ofsted 2022

Welcome to King's Academy Prospect. We are a large, diverse and inclusive school, rightly proud of our students, whom we welcome from a wide range of backgrounds. We enable all our students, whatever their ability, background or heritage, to make excellent progress and achieve more than they believe to be possible. Our core values of 'Aspire, Believe, Achieve' are at the heart of everything we do, preparing our young people to be successful, fulfilled and great assets to their community in whatever they choose to do in the future.

We value educational excellence very highly and strive to ensure that we recruit the very best teachers to enable our students to progress onto the next stage of their educational journeys. We want our students to become young adults who understand the importance of respect and responsibility and who want to make a positive contribution to their school and the wider community. Equally important is our students' social and emotional wellbeing. We provide a supportive and nurturing environment, with a wide range of extracurricular activities, school trips and experiences to broaden their horizons. We work closely with our local community and enjoy mutually supportive relationships with students and their parents, as well as with our neighbours and wider networks.

We are extremely proud of our fantastic site - one of the largest sites in Berkshire - with its excellent facilities and well resourced, specialist classrooms. We offer a broad and balanced curriculum, allowing students to follow individual pathways that best meet their needs, whether academic, vocational or a mix of both.

However, don't just take our word for it! We're on a really exciting journey at the moment and we want you to be a part of it. Come and meet us, our students and our teachers to see the great opportunities that await you, we are always happy to offer tours in advance of applications.

Curriculum

"The curriculum is ambitious and designed to include all pupils" – Ofsted 2022

We offer a broad and balanced curriculum that really meets the needs of our students. We believe that a 3-year Key Stage Three is right for our students, allowing them the opportunity to study a broad range of subjects in Years 7, 8 and 9 before making a guided choice about the right pathway to follow in Key Stage Four.

We offer a wide range of subjects at all key stages. At Key Stage Four, students are able to make the choice from an offer of both academic and vocational qualifications, preparing them for further study or training post-16. Our curriculum has been carefully designed to ensure that they have a rich experience throughout their time at King's Academy Prospect.

We are well resourced and have excellent facilities. All subjects teach in dedicated and specialist accommodation, with the vast majority of teachers teaching in their own rooms. A strong

foundation in literacy and numeracy underpins the curriculum, with dedicated support available for students with additional needs. More Able students are provided with stretch and challenge through a range of initiatives enabling them to make excellent progress.

Professional Development

“Leaders provide teachers with the right training, which has a very positive impact in classrooms” - Ofsted 2022

We offer a wide-ranging and highly regarded programme of professional development for all our teachers and support staff. For those joining us as NQT's, we offer a comprehensive programme of support and development, including professional studies sessions and a dedicated in-school mentor. Time for training is found using INSET days and Monday meeting times. Through our performance management and appraisal system, we identify and match individual needs and requests to the many training and development opportunities that we offer. These include both internal and external CPD programmes, which run continuously throughout the year. Our in-house sessions and workshops take place during dedicated training time and are planned and delivered by a highly effective teaching and learning team in the school. We encourage teachers at all stages of their careers to participate in external programmes, and many of our teachers have completed the NPQM/SL qualifications. We are proud of the number of our support staff who have also completed further training to develop their roles, including teacher training and other professional qualifications.

Facilities

We are fortunate to have a wonderful school site – extensive school fields and well-maintained purpose-built accommodation. All our subjects are taught in specialist classrooms, including recently refurbished science labs, a sports hall and gym, and a fantastic space for vocational courses including a construction yard, a hair and beauty salon and an engineering workshop

Sixth Form

“Sixth-form students play an important part in school life, acting as mentors and role models for younger pupils.” – Ofsted 2022

Our vibrant and successful sixth form is an excellent place for students to continue their learning with us. We offer a broad range of qualifications at Level 2 and 3, allowing students to follow both academic and vocational pathways. We are rightly proud of our successes in getting our students into the best universities and apprenticeships. Our Sixth formers are also leaders in the school, leading a broad range of enrichment activities across the school and providing leadership and role models to younger students.

Support for Students

“Staff make sure that pupils’ best interests are at the heart of all that they do. Staff look after pupils well and make sure they are safe.” – Ofsted 2022

We want our students to be resilient and independent young people, able to take responsibility for their own learning and well-being. We recognise that all students need a supportive and caring environment in order to fully succeed and rise to the academic challenges we set them. Students are led by their Head of Progress, and supported by a team of people in our dedicated Student Services area who are accountable for the academic and personal growth of all their students. The school works with a wide range of additional and external providers, employing a full-time counselling team as well as working with alternative provision and specialist services. The vast majority of teachers are also form tutors, which is a key role in our school, providing a link between home and school.

Behaviour and Attitudes

“Pupils learn to be respectful and responsible. Most pupils enjoy school and are kind to each other. Bullying is not a major issue. Pupils recognise the diversity of their community, valuing the differences between people’s backgrounds.” – Ofsted 2022

We have a distinctive school culture which all staff and students understand and buy in to. We have committed and highly visible school leaders who are ambitious for the future success of the school. All stakeholders share a clear understanding of the school culture – ‘this is how we do things here and these are the values we hold’. This ambitious and supportive school culture expects attention to detail and thoroughness in all that we do – from students, staff and all stakeholders, and a core belief that all students matter equally.

Staff Well-being

“Staff morale is high and they are supported well.” – Ofsted 2022

We take the well-being of our staff very seriously. We recognise the importance of all staff having a sound work-life balance, and we aim to achieve this through the removal of unnecessary meetings, data collection and other tasks that do not contribute to the effective teaching and learning of our students. In addition, we have a vibrant staffroom culture with free tea and coffee daily, free gym membership, and a range of staff led clubs and activities.

King’s Group Academies

King’s Academy Prospect is part of the King’s Group Academies MAT led by a team of former and current Ofsted ‘outstanding’ head teachers and Her Majesty’s Inspectors (HMI). Please note link to King’s Group Academies Vision and Mission - <https://kingsacademies.uk/aboutus/vision-and-mission/>



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Job description

Job Description – Receptionist/Administrator

This job description forms part of the contract of employment of the successful applicant.

Responsible to: Headteacher's PA

Purpose of Role: To provide a high-quality customer service for a busy reception area by dealing with all visitors and callers to the school in a professional manner, providing assistance, directions and information as required.

Band: KGA Band 5 Point 6-9
Actual salary: £19,071-£20,526
FTE £22,437-£24,148

Hours: 37 hours per week: 8.05am - 4pm (3.55pm on Friday) 30 minutes unpaid break Term Time only + 2 INSET days.

(Hours worked in excess of this may be taken as TOIL, with prior agreement from the Headteacher)

Main Duties

- Ensure an efficient reception service by dealing with all visitors in a prompt and friendly manner, recording the visit in line with safeguarding and security procedures.
- Operate the school's telephone system effectively by transferring calls, taking messages and identifying issues that can be dealt with by reception.
- Provide assistance to staff and students with any queries made at the reception area by resolving or redirecting queries and giving advice where appropriate.
- Ensure that students who are late or leave the school site during the day are recorded, informing staff and parents as necessary.
- Provide administrative support in a medical emergency including calling for the ambulance and relaying information as needed.
- To support teachers and senior leadership team with the provision of communication with stakeholders, through the website and social media
- Open, sort and log incoming mail and distribute as necessary.
- Manage the reception email inbox forwarding messages as appropriate.
- Send communication to parents via an appropriate platform – parent mail etc.
- Maintain the reception area, interview room and entrance. Ensuring that the areas are in a clean, tidy and attractive condition.
- Ensure deliveries are not left in reception for long periods of time and in view of the public.
- Ensure the display boards in reception and the immediate area are kept up to date and in good order.

- Review and ensure sufficient stocks are maintained for all leaflets held in reception.
- Organise the student receptionists including recruitment and training.
- To undertake and participate in any special projects which may be initiated by the Academy from time to time, for example open evenings, parents evenings and award events.
- Assist with general administrative duties as required from time to time, including photocopying, typing, printing, laminating and printing.
- To understand and ensure that the Safeguarding Policy and procedures are followed at all times.
- Comply with data protection requirements and maintain confidentiality.
- Undertaking and participating in any training as and when required.
- The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

Other

- To carry out other responsibilities, commensurate with the grade of the post, as determined by the Headteacher's PA where and when appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.



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Person specification

Person specification

Experience, Education, Qualifications and Training	Essential	Desirable
Educated to at least Level 2 minimum (GCSE/NVQ23) OR successful experience working in a post/s which requires analysis and interpretation of data, high-level communication skills with a range of audience, high level of personal organisation, ability to empathise, ability to mentor.	✓	
Experience of working with young people and families	✓	
Experience of working successfully with disaffected young people, including those with challenging behaviour	✓	
Experience of working within an educational/multi agency setting		✓
Evidence of recent professional development relevant to the post.		✓
Recognition of the need for continuing development and training	✓	
Knowledge, Skills and Abilities	Essential	Desirable
Excellent communication (oral and written) and interpersonal skills	✓	
Able to quickly establish positive working relationships with students, staff parents and a wide range of people from within and outside the school	✓	
Ability to handle difficult situations with sensitivity, confidentiality and discretion at all times, combined with a calm personality, a practical approach and sound judgement	✓	
Ability to maintain a non-confrontational approach	✓	
Planning and prioritising own workload and managing conflicting demands	✓	
Competent in the use of IT	✓	
Understanding of the education system		✓
Knowledge and understanding of safeguarding legislation and procedures		✓
Attributes	Essential	Desirable
Excellent record of attendance	✓	
Ability to work well in a team	✓	
Commitment to raising achievement and improving the educational experiences of all students	✓	
Physical and emotional resilience and reliability under pressure	✓	
Warmth, confidence and empathy informed by a clear sense of purpose in working with young people	✓	
Energy as a convincing role model	✓	
The ability to model the behaviour, values and attitudes we expect of young people and the ability to do so with integrity	✓	
Ability to be flexible re hours at times of pressure	✓	

Ability to work confidentially and with discretion	✓	
A commitment to Equal Opportunities	✓	

Appointment will be subject to enhanced DBS check, qualifications and experience checks and satisfactory references.

We are not looking for the impossible! If you think you have at least some of these attributes, we would very much like to hear from you.

Applications should be made directly via the School website or through TES; we are unable to consider applications without the correct form.

Visits to the school ahead of application are warmly welcomed, please contact the Headteacher's PA Abi Davis (adavis@kgaprospect.uk) to make an appointment.



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