

# Tapton SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

## Admin Assistant- Reception Tapton School



## Application Pack

**Tapton**  
SCHOOL



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# Headteacher Welcome



I am incredibly proud to lead a school that strives to make education a transformational experience for all, regardless of ability or background. Our ethos of Valuing Everyone, Caring for Each Other and Achieving Excellence underpins everything that happens in our school.

All staff are invested in these core values and we work together to improve the life chances and dreams of all our students through ongoing progress and improvement in learning. Our record of sustained success reflects this commitment to raising achievement for everyone.

Tapton has the highest expectations of its students in every area of school life. Our school is a caring, nurturing and ordered community with an atmosphere of calm and purposeful learning. This is to ensure that all our students feel safe and secure. We are kind, we work hard and we follow the rules.

Safeguarding is everyone's responsibility and all our staff undertake regular training to keep up to date on the latest guidance from 'Keeping Children Safe in Education'. Safer recruitment practices reflect our commitment to this aim. As part of the recruitment process Tapton colleagues will carry out a number of checks to ensure the successful candidate champions the safety, wellbeing and success of all our students.

We are an inclusive school and treat all students as individuals. We recognise and celebrate different abilities, aptitudes and interests, and believe that everyone can develop through dedication and hard work. Our aspiration is to have the best behaviour, conduct and manners of any school in the country, whilst recognising that children learn and grow at different rates as they become responsible citizens.

We look forward to welcoming you into our school community.

Kathryn Rhodes

# Our School

- Tapton is values-led secondary school with approximately 1817 students including around 468 in post-16 study. We value everyone, care for each other and achieve excellence.
- We pride ourselves on our culture of high expectations delivered with high support and care for each student as an individual.
- Tapton has higher than average prior attainment, however, our catchment and demographics vary greatly. We educate students from some of the most affluent postcodes in the city with high levels of university educated parents and students from postcodes in the most deprived areas of Sheffield with high range of social backgrounds and ensuring that they are all successful in their secondary education. The school offers a broad and extensive programme of extra and super curricular activities with high take up from students from all backgrounds.
- A culture of excellent teaching and learning is at the heart of everything we do at Tapton.
- Everyone's learning matters to us and we are proud to make a difference to the personal development of our students. We have high expectations and we know that learning goes hand in hand with relationships and trust. We make learning exciting, engaging and inspirational. Quality first teaching has been proven over and over again to have the biggest impact on student attainment and outcomes, we therefore invest heavily in staff development.
- Our staff work together as a professional community to ensure the best outcomes for all. We recognise that we are all learners with the capacity to develop and improve. Our teachers collaborate to form a shared understanding of what great teaching and learning looks like.





# The Role

The Headteacher and Governing Board are seeking to appoint an Admin Assistant-Inclusion Support to join Tapton School

JOB DESCRIPTION	
DIRECTORATE	EDUCATION
SERVICE	TAPTON SCHOOL
POST TITLE	Administration Assistant – Reception
SALARY RANGE	Grade 3 point 5-6 Actual salary £21863-£2222437hpw/39wpa
RESPONSIBLE TO	OFFICE MANAGER
RESPONSIBLE FOR	Visitor Reception Student Reception
HOLIDAY AND SICKNESS RELIEF	
PURPOSE OF JOB	To provide an efficient Reception service to Students, Staff, Parents and any visitors. To complete Administration tasks on the direction of the Office Manager, to include typing, data input, photocopying and filing.

# Responsibilities

The postholder must at all times carry out his/her responsibilities within the spirit of the City Council's Policies and Procedures, in particular the Council Policies on Equal Opportunities and Health and Safety and also, within the framework of the Education Act 1996.

## **GENERIC RECEPTION DUTIES**

- To provide a professional and efficient reception service, primarily for pupils but also for staff and parents, including signing in visitors and completing relevant safeguarding checks.
- To answer the telephone, dealing with enquiries and passing on messages as appropriate
- Provide an administrative service to the school, to include typing of letters and booklets, data input, photocopying, filing and other clerical duties directed by the Office Manager
- To attend and participate in regular meetings
- To be aware of and support difference ensuring all pupils have equal access to opportunities to learn and develop
- To participate in training and other learning activities as required
- Contribute to the ethos of the school
- Recognise own expertise and use this to advise and support others
- To work covering ad hoc absences helping to provide an administration support within the school.

## **RECEPTIONIST – JOB SPECIFIC DUTIES**

- To supervise the student runner ensuring that messages etc are distributed to students and staff in a timely manner
  - To be responsible for the production and daily management of the free school meal pass system and to liaise with the authority on free school meals administration
  - To assist in the distribution of the mail
  - Distribution of mail to include using the Franking machine and liaising with Royal Mail and the Franking machine supplier.
  - School uniform orders and enquiries
  - Controlling electronic gate system from reception
  - Support with the lost property process
  - Liaise with the 'on-call' team
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- To undertake any other duties and responsibilities, which do not change the character and purpose of the post as, may be determined after negotiations between management, the postholder and the appropriate trade union.

# The Person

The successful candidate will demonstrate the following:

Minimum Essential Requirements	Method of Assessment
<b>Skills/Knowledge</b>	<i>(e.g. Interview, Application form, test, assessment, etc)</i>
Experience of successfully working with Microsoft Office - in particular Word, Excel, Power point	Application, assessment
Experience of working with Bromcom software is desirable	Application
Experience of working within a busy office environment	Application, references
Self motivated, able to work using own initiative and to tight deadlines is essential	Application, references
Excellent communication skills – both written and oral	Application, interview
Experience of working with confidential material	Application
<b>Experience/Qualifications/Training etc. (if any)</b>	
Good all round education	Application, interview
OCR level 2 or equivalent qualification	Application
Willingness to under go further training	Application, interview
<b>Work Related Circumstances (including Working Conditions)</b>	
<p>Tapton school is committed to safeguarding students.  Student safety and promoting the welfare of our students is our primary concern.  We adopt a holistic culture of care and expect all our staff to share this commitment.  We value everyone, care for each other and strive to achieve excellence</p>	

# The Department

- We are a large Administration team of experienced colleagues who live out Tapton's values. We work collaboratively, share resources and each take responsibility for a different Administrative area within school. We bring a diverse range of skills, knowledge and experience to the support team. Within this team there are a number of varied roles that oversee the daily operation of the school but we all have a share vision to help create a safe learning environment for students.





# About Tapton School Academy Trust

**Tapton School Academy Trust** was formed in 2011 and has grown to 9 schools, 5 primary and 4 secondary, providing learning to over 7,500 learners from 2 – 18 and employing over 900 staff.

Children joining the Trust have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, and leave our schools fully prepared for successful lives.

**Our Vision** To realise the life chances and dreams of every child.

**Our Mission** To provide a safe place to be; provide great teaching and learning; create an environment where all opportunities are in reach.

## Our Values

- A culture of professionalism
- A focus on nurture as well as achievement
- Involvement of the family and wider community in everything we do
- Make visible those who feel invisible through disability, poverty, ethnic or cultural disadvantage
- Mutual support and development
- The health, well-being and safety of all our people.

## Our ways of working

- Schools sign up to our 'Mission, Vision and Values' and collaborative ways of working
- Schools collaborate 'in partnership for excellence with TSAT'
- Each has something to bring to the table and can lead on this
- Schools retain their identity and are part of something special
- Differentiated solutions according to support needs
- Mentoring, coaching, directing
- A clear scheme of delegation and decision making to ensure that all our children get the best educational experience.



# Our Strategy

The Trust Board are responsible for the schools within the Trust and determine the mission, vision and MAT improvement strategy. Local context and community links are provided by Local Governing Boards.

Our strategic objectives sit within 4 key aims:

Aims	Objectives
Effective Schools	<ul style="list-style-type: none"><li>• Securing high levels of attendance and low levels of persistent absence</li><li>• Ensure safeguarding policies and practices operate effectively</li><li>• Build relationships further between schools and vulnerable families</li><li>• Further focus on vulnerable learners to reduce suspensions and exclusions</li><li>• Close the attainment gap between disadvantaged learners and other learners.</li></ul>
Outstanding Outcomes	<ul style="list-style-type: none"><li>• Improving the quality of education in each school</li><li>• Provide learning in every classroom for every learner that is at least good and addresses each learners need</li><li>• Continue to develop a Trust in which learners achieve high rates of progress.</li></ul>
Sustainable Trust	<ul style="list-style-type: none"><li>• Actively communicate and engage with all stakeholder groups</li><li>• Continue to ensure best value and use of all resources</li><li>• Develop revenue raising opportunities</li><li>• Future proofing buildings and facilities.</li></ul>
A Great Place to Work	<ul style="list-style-type: none"><li>• Continue to build capacity through cross Trust collaboration and support. With an emphasis on improving workload and subject level collaboration to further develop common approaches</li><li>• Develop a Trust talent management plan. Continue to create opportunities for staff to develop and gain further experience</li><li>• Develop a succession plan with an emphasis on executive leadership</li><li>• Further develop our approach to staff wellbeing.</li></ul>

Further information about the Trust, including full governance structure and current performance, is available in our [Annual Report and Accounts](#).

## Other Secondary Schools in our Trust

Tapton is one of four secondary schools within our Trust. Here is an overview of each secondary:

### Bradfield [Bradfield School - Home](#)

Bradfield is an 11-16 school with around 1100 students, situated in beautiful Peak District surroundings. Our vision is '**where all people thrive**' and we strive to deliver an education that supports students to fulfil their potential, and to be successful, confident people who are equipped to explore what life and the world have to offer.

Our belief is that school should be a fun place to be – where the activities, teaching and facilities foster enthusiasm, enjoyment and strong relationships. Happiness and success at school are closely related and so most of all we want our students to be happy to come to school.

### Chaucer [Home - Chaucer School](#)

Chaucer school is an 11-16 school based in the North of Sheffield. Performance is rapidly and continually improving and we place a very strong emphasis on achieving well in the subjects of English, Maths and Science.

Each student is unique and precious to us, and is equally valued for their culture and contribution. Our positive reputation for achievement, care and Positive Discipline is well established. High expectations are instilled in all our students from the start of their time at Chaucer. These include hard work, self discipline, courtesy and respect.

### Forge Valley [Forge Valley - Home](#)

Forge Valley is a safe, inclusive learning community where students and staff learn and thrive together. Our ethos is based upon **everyone striving to become their very best**.

As a school we believe that ambition and endeavour provide our students with the mind-set needed, not only to succeed academically, but in adult life in an ever changing modern world. Success at Forge Valley is not just measured in terms of academic performance. We aim to develop our students into reflective, confident, innovative, morally grounded, ambitious and resilient individuals ready to take their part in a dynamic and diverse 21<sup>st</sup> century.

## How to apply

Applications for this role are via the TES website.

If you wish to arrange a visit to Tapton to look round the school and find out more please email [ssimmons@taptonschoool.co.uk](mailto:ssimmons@taptonschoool.co.uk)

The closing date for applications 9.00am Wednesday 27<sup>th</sup> November 2024

Interviews will be held on shortly after

**Please note:**

- References for short-listed candidates will be requested before the interview.
- Successful applicants will be required to undertake a DBS Enhanced Disclosure check.
- Online google searches will be undertaken on all shortlisted candidates