



**BRADFORD**ACADEMY



Application Pack

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Dear Applicant,

Thank you for your interest in working at Bradford Academy.

We are clear in our vision:

**Known by God**  
**Valued as unique**  
**Understood and accepted**  
**Guided to be the best we can be**  
**We are a shining light in our community**  
**Using opportunities to change our lives and those of others**  
**“A city on a hill cannot be hidden”**  
**Our mission is to make a difference.**

Are you ready to change your life and those of others? If so, Bradford Academy is an exciting place to make a difference.

When you visit us, you will see the impact our passionate and ambitious staff have on child from age 2 years old to 18. We are rightly proud of the difference we make every day to the lives of over 1800 young people in Bradford.

As a Church of England Academy, we believe that a commitment to developing the faith and spirituality of our learners is of vital importance when working at the academy. Our moral purpose guides us to ensure that every learner can be the best they can be spiritually and personally as well as academically. We believe that we make a difference not only within but out in the local community. This was recognised by being awarded a TES award for Community and Collaboration.

We have two resourced provisions in our Secondary Phase (DSP); one for Physical Disability and one for Autism. This reflects our passion for creating a truly inclusive school that reflects society and develops compassionate, understanding children and young people.

Staff who work at Bradford Academy benefit from support, challenge and investment. We understand how valuable our staff team are and strive to give them all the tools they need to excel in their chosen field. As a member of our team, you will benefit from CPD that was recognised as exemplary, receiving a Platinum level Professional Development Quality Mark from University College London. We value our staff's wellbeing and believe that Bradford Academy is an exciting and worthwhile place to work.

If you feel you share our vision for improving the lives of young people and have the tenacity, resilience and commitment to be a part of our journey then submit your application or contact us to arrange a visit. We would love to get to know you better.

Yours sincerely

Mrs Mel Saville  
Executive Principal

For more information contact our HR department on 01274 256789 or email [recruitment@bradfordacademy.co.uk](mailto:recruitment@bradfordacademy.co.uk)

## **RECEPTIONIST JOB DESCRIPTION**

**The first responsibility of all members of staff will be to secure the affirmation, formation and achievement of every learner, in the management of rights of access, choice and freedom from discrimination.**

### **CORE PURPOSE:**

To work, as part of the administration team being the first point of contact in providing a comprehensive reception service to all internal and external visitors to the academy, and to support the Organisation and development Manager in the provision of effective administrative services undertaking a wide variety of clerical duties.

### **SUPERVISORY/MANAGERIAL RESPONSIBILITIES:**

No direct supervision over other members of staff but may be required to assist in the supervision of students, trainees, work experience and voluntary helpers with whom the post holder is working.

### **SUPERVISION AND GUIDANCE:**

To work under the instruction/guidance of the Organisation and development Manager and other staff as appropriate, referring complex problems for guidance but exercise initiative in performing delegated duties

### **RANGE OF DECISION MAKING:**

Expected to make decisions within established academy policies and procedures. The post holder will be expected to use good common sense and initiative in all matters relating to the conduct and behaviour of individual students and the safety and well being of the students.

### **RESPONSIBILITY FOR ASSETS, MATERIALS ETC:**

To maintain the confidential nature of information relating to the Academy, its Governors, staff, students, parents and carers.

The provision, use and storage of all equipment and materials.

Responsible for the safe keeping of the computer hardware and software and the back up of computerised data ensuring compliance with the requirements of the Data Protection Act.

Responsible for the occasional handling of substantial amounts of cash.

#### **RANGE OF DUTIES:**

- To promote a professional and courteous service that is consistent with the academies ethos.
- To provide a comprehensive reception service to all internal and external visitors to the academy.
- To liaise with the central offices of the DfES, LEA and other agencies on behalf of the academy.
- To assist with student first aid/welfare duties, liaising with staff, parents/carers etc
- Dealing with incoming and outgoing post, providing a collection and delivery service for the academy.
- To assist in the provision of confidential secretarial, word processing, financial and other support services to the academy as directed by the Organisation and development Manager.
- To assist in the provision of reprographic services including monitoring of stock levels and re-ordering materials as required.
- To contribute to the efficient running of the academy by contributing to the development of office systems to meet changing needs and improvements to the service provided.
- Provide general clerical/admin support e.g. typing letters, filing, faxing etc.
- May from time to time be required to undertake any other administrative duties commensurate with the level of responsibility of the post as may be required.

#### **RESPONSIBILITIES:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the academy
- Develop constructive relationships and communicate with other agencies/professionals
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To support, uphold and contribute to the development of the academies equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

**EXPERIENCE**

**Essential**

- ◆ Must have experience of working in an office environment including word processing, telephone, reception and general admin duties
- App  
Form &  
  
Selection  
process

**Desirable**

- ◆ Experience of working in a team situation
  - ◆ Experience of working with children of relevant age
  - ◆ Experience of spreadsheets/database applications
- App  
Form &  
  
Selection  
process

**QUALIFICATIONS**

**Essential**

- ◆ Must have obtained a level of competency in Maths and English
  - ◆ Must have a high level of competency in typing or word processing
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process

**Desirable**

- ◆ OCR or equivalent qualification in typing or word processing
  - ◆ Maths & English GCSE grade C or above or experience demonstrating abilities at this level
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**TRAINING**

**Essential**

- ◆ Willingness to undertake job related training as required.
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**Desirable**

- ◆ Customer relations / telephone skills training.
  - ◆ Computer trained.
- App

- ◆ First Aid at Work qualification

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process

## SPECIAL KNOWLEDGE

### Essential

- ◆ Office methodologies e.g. experience in being the first point of contact within a dynamic organisation, dealing with correspondence etc.

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## ESSENTIAL SKILLS AND ATTRIBUTES

- Good timekeeping – must be able to report for work at specific times.
- Will not require time off in term-time (save for compassionate leave).
- Flexible and willing to accept change.
- Enthusiastic, good sense of humour.
- Able to act in a firm, but fair manner.
- Able to use good common sense and initiative.
- Able to work constructively as part of a team.
- Ability to cope with requirements of post
- Demonstrate good co-operative, interpersonal and effective listening skills
- Approachable, courteous and able to present a positive image of the academy to callers and visitors.

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## PERSONAL CIRCUMSTANCES

- Must be legally entitled to work in the UK (Asylum and Immigration Act 1996)

Sight of  
official  
documentation

## Information for Applicants

### Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

### Person Specification

This specification sets out which criteria will be used to shortlist candidates for interview.

### Visiting

We welcome informal visits from all Applicants before they apply. If you wish to do so, please contact [recruitment@BradfordAcademy.co.uk](mailto:recruitment@BradfordAcademy.co.uk) to arrange an appointment.

### Applying

If you decide to apply for this post please complete the enclosed application form. Your formal letter of application (supporting statement) should be no longer than 3 sides of A4 and should address the selection criteria and competences detailed in the person specification. The Academy must receive a signed copy of the form.

Please email to;

[recruitment@BradfordAcademy.co.uk](mailto:recruitment@BradfordAcademy.co.uk)

Or

Post to HR, Bradford Academy, Teasdale Street, Bradford, BD4 7QJ.

### Interviews

Shortlisted candidates will be contacted within two weeks of the closing date. All appointments will be subject to satisfactory DBS/ISA registration and reference checks.