



 **ERDINGTON**
ACADEMY

RECEPTIONIST/GENERAL ADMINISTRATOR

Candidate Information Pack

PART OF THE FAIRFAX MULTI-ACADEMY TRUST

 **FAIRFAX**
MULTI-ACADEMY TRUST

10 WAYS FAIRFAX MULTI-ACADEMY TRUST PROMOTE A GOOD WORK-LIFE BALANCE

The wellbeing of our staff is paramount to the success of Fairfax Multi-Academy Trust, and we very much strive to achieve a healthy work-life balance amongst our colleagues. Community spirit is at the heart of the Trust and school-to-school support is key to the wellbeing of all employees, regardless of post or career stage.

- ☐ No pressure to 'put on a show' in lessons. A culture of coaching and development is reinforced through no lesson grades.
- ☐ Comprehensive support package for NQTs, and a development package for NQTs + 1.
- ☐ No requirement to work late and emailing after 7pm is strongly discouraged.
- ☐ Centralised behaviour detentions including lates.
- ☐ Everyone has the highest expectations and there is a clear system of sanctions to support staff in managing behaviour.
- ☐ Open door policy to access Senior Leadership support, i.e. accessible and approachable SLT.
- ☐ Flexible working is supported wherever possible.
- ☐ Collaborative planning and co-creation of resources is encouraged, and staff are given regular dedicated faculty time and opportunities to network across Trust academies.
- ☐ A supportive Special Leave Policy.
- ☐ Effective administrative team to support teachers including Reprographics, ICT Support and data analysis completed centrally.

WELCOME - CEO of the Trust

Dear candidate,

Thank you for considering joining one of the Academies within the Fairfax Multi-Academy Trust (FMAT).

FMAT was established in 2014 and now comprises four Academies which serve a student community of almost 4500 students. The MAT has a small core team in addition to all the academy-based staff, and the organisation as a whole works collaboratively to ensure that everything we do can positively impact the lives of our students. All of our Academies are located within the West Midlands and are situated within a maximum distance of 14 miles of each other.



I became the CEO of FMAT in February 2020, having previously worked in a wide range of senior MAT roles in other Trusts within the Midlands. I chose to lead FMAT because I genuinely believe in its core mission "enriching lives and transforming futures". We are looking for individuals who share that passion and feel they can make a positive difference to everyone within our community.

I do hope you find this pack informative, and I look forward to hearing from the Head of Academy about your application. You will be joining an organisation that can offer you many opportunities to progress and make a real difference!

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'S. Jones', with a stylized flourish at the end.

Simon Jones
CEO

WELCOME – Head of the Academy

Dear candidate

Thank you for your interest in Erdington Academy. Erdington Academy is a comprehensive school that has a rich history, is rooted in the community it serves and has an ambition to become one of the leading schools in the West Midlands, indeed the country.



At Erdington Academy, we are committed to high standards of presentation, behaviour and achievement. A calm, purposeful environment is the key to successful learning and achievement. We are unashamedly ambitious. Our curriculum has an academic focus and we have close links with local universities, colleges and businesses.

The school is a tolerant community that welcomes all and celebrates diversity. We believe that every child can achieve their potential and we work hard to ensure that all our students will strive to be the best they can be.

It is an exciting time for the Academy within the Fairfax Multi Academy Trust. Erdington Academy is a dynamic and rewarding place to work; you really can make a difference.

Yours sincerely

Simon Mallett
Head of Academy

CONTEXT - *Our school*

Our vision is clear, consistent and simple to understand. We expect excellence from our students and in return we aim to give them a challenging and enjoyable learning experience.

Dedication

We are relentless in making a life changing difference for our students because we care about young people.

Excellence

We know that excellent outcomes are a result of excellent habits.

Ambition

We all set challenging goals and expect everyone to go the 'extra mile' to achieve their best.

Integrity

We are truthful, sincere and open: we say what we mean and we always act with honesty and openness.



Teaching and Learning at Erdington Academy

Our dedicated teachers go the 'extra mile' because we are relentless in making a life-changing difference for our students. Teaching at Erdington Academy aims to secure deep learning and high-quality student outcomes in an atmosphere of discipline, courtesy and respect. Routines and structures are integral because we know that excellent outcomes are the result of excellent habits. Accurate assessment and quality feedback are also important and we set challenging goals and support students to achieve them.

CPD is strong and our teaching staff is dedicated to always enhancing practice through development and coaching to provide excellence for our students.

"Learning is the main business of the school" – Ofsted (June 2015)

Facilities

Erdington Academy is blessed with a wide range of facilities to support the learning of our children. Our staff take great pride in their classrooms ensuring the learning environment is stimulating and reflects the standards of work we expect.

Curriculum

We are proud of our broad and balanced curriculum that aims to equip every child with the knowledge and skills to make a positive step in the world. We place great emphasis on acquiring and mastering core skills in English and Mathematics to raise standards. We ensure that all students have the opportunity to try the full range of subjects to enjoy new experiences and we also have an extensive extra-curricular programme.

For a breakdown of historic school results and our latest Ofsted reports visit
www.erdingtonacademy.bham.sch.uk

JOB DESCRIPTION

RECEPTIONIST/GENERAL ADMINISTRATOR

POST HOLDER

DEPARTMENT Erdington Academy

RESPONSIBLE TO Office Manager

LINE MANAGEMENT OF N/A

SALARY FMAT SC3 (£20,903 - £22,183) FTE

WORKING HOURS 37 hours per week (no TOIL) with a half our unpaid lunch break

WORKING PATTERN Monday to Thursday 08:00 – 16:00, Friday 08:00 – 15:30

Holiday Entitlement A paid entitlement of 25 days' annual leave and 8 statutory holidays

JOB PURPOSE

To provide a welcoming reception service and general clerical and administrative support to staff around the school.

This job specification lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head of Academy than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

MAIN DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST

Reception

1. To be the first point of contact for both telephone and face to face enquires.
2. Welcome and direct visitors, issue ID badges and over-see the signing of the visitors' book and staff registers to ensure that safeguarding/fire procedures are complied with at all times.
3. Answer telephone calls through the main school switchboard, taking messages and transferring calls to the appropriate person.
4. Provide generic information to parents and visitors.
5. Respond to pupil enquiries including late pupils, requests to leave school during the school day and sick pupils, referring to the appropriate member of support staff.
6. Carry out general administration and clerical duties such as word processing, data inputting, photocopying, filing, preparation of letters etc.
7. Provide information as required for use by members of staff e.g. class and medical lists.
8. Update staff telephone lists and pigeon/information trays.

General Administration

1. Carry out general administration and clerical duties such as word processing, data inputting, photocopying, filing, creating classroom displays, preparing letters and spreadsheets, ordering of stationary and other education materials, updating notice boards, administration in relation to extracurricular activities etc.
2. Provide information as required for use by members of staff e.g. class and medical lists.
3. Update the school database with pupil's personal details as and when required.

4. Assist in the production documents and reports using SIMS and Excel.
5. Record and store lost property.
6. Assist in participating in parents' evenings on a rota (Front of House).
7. Be responsible for booking trips and transportation
8. Distribute and process incoming and outgoing post.
9. Update staff telephone lists and pigeon/information trays.
10. Send email/text communications to parents.
11. Taking notes at meetings if required.

GENERAL

1. Promote and safeguard the welfare of students you come into contact with.
 2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
 3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
 4. Be aware of, support and ensure equal opportunities for all.
 5. Contribute to the overall ethos/work/aims of the Trust.
 6. Appreciate and support the role of other professionals.
 7. Attend and participate in relevant meetings as required.
 8. Participate in training, other learning activities and performance development as required.
 9. Engage actively in the performance review process.
 10. Perform any other such duties as the Head of Academy may from time to time determine.
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NAME: _____

SIGNED: _____

DATED: _____

PERSON SPECIFICATION RECEPTIONIST/GENERAL ADMINISTRATOR

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant

Experience/knowledge/qualifications	Essential	Desirable
Educated to GCSE level A* - C or equivalent in English and maths	✓	
Intermediate or above qualification in word processing/typing	✓	
Recent experience in an administrative role	✓	
Good knowledge of IT systems and proficient in the use of MS Word, Excel, PowerPoint, Outlook and e-mail	✓	
Fully proficient in typing and note taking accurately	✓	
Experience in using database applications	✓	
Good knowledge of standard office procedures and equipment	✓	
Previous experience in working in a school in a similar role		✓
Previous experience in using SIMS		✓
Personal qualities and attitudes	Essential	Desirable
Pleasant and confident telephone manner	✓	
Excellent administrative skills	✓	

Excellent attention to detail and ability to work to the required standards of accuracy and presentation	✓	
Ability to prioritise and deal with conflicting demands	✓	
Good verbal, listening, literacy and written communication skills	✓	
Ability to work autonomously with minimum supervision, or as part of a team as necessary	✓	
Ability to maintain confidentiality and deal with situations in a tactful manner	✓	
Ability to follow set procedures	✓	
Excellent attendance and punctuality	✓	
Willing to undertake appropriate training and development with a positive attitude	✓	
A commitment to the ethos, vision and values of the Trust	✓	
Ability to travel to meetings if required	✓	