



## Job Application Pack

# **Administrative Assistant/Receptionist**

Full time equivalent £18,377 - £20,253

Pro rata for term time only (Support staff scale 25 – 30)

Full Time, Term Time Only

Closing Date: 09:00am, Friday 18 October 2019

## **Letter from the Principal**

Dear Colleague,

Thank you for your interest in working at Djanogly City Academy.

I am immensely proud to be the Principal here and I want everyone who comes to Djanogly to be an equally proud partner in one of the most successful schools in the country. Our work is about making a real difference to children's lives so that they can in turn make a demonstrable difference to their communities, our city and our world.

We serve a diverse community in inner-city Nottingham, with high levels of disadvantage and deprivation to deal with, but it's our duty to give the young people of Nottingham City the best possible life chances and opportunities to be successful. Our students are fantastic young people and the job satisfaction that we all have from working with them and being part of our Djanogly community is enormous.

We refer to children at Djanogly as scholars and that is because at the heart of what we do, every child matters to us and we believe that every child will succeed with us and will 'graduate'. Our motto is, 'Achievement: No excuses'. Our expectations for academic standards and for behaviour are therefore unapologetically high.

Whilst our success is necessarily measured through our scholars' examination results, it is also, and very importantly to us, measured through their character development, their greater commitment and the resilience they demonstrate in all that they do. It is then our responsibility to demonstrate and model these values in all that we do in our work with them. Djanogly City Academy is on a very fast-paced journey to becoming a beacon of excellence, and as we move towards this, we must consider the work of all, staff and scholars, to be unfinished until it is the very best that we can make it.

If it helps your decision-making processes, you are most welcome to come and look round our school to get a real feel for our ethos and to meet some of our team. If after visiting us, or indeed now, you feel that our mantra resonates with you and you too want to have a big impact on the lives of our children and their families, I would very much like to hear from you. We aim to be the very best and need more excellent professionals to join us to make that a reality.

I look forward to reading your application.

With thanks and best wishes,

**Andy Smith**  
**Principal**

## **Application Details**

Thank you for your interest in the Administrative Assistant/Receptionist vacancy at Djanogly City Academy.

Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## **How to Apply**

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Mr. Smith, which clearly demonstrates your suitability for this role. Applications can be submitted via email to [DCAJobs@djanogly.notts.sch.uk](mailto:DCAJobs@djanogly.notts.sch.uk) with **Administrative Assistant/Receptionist** in the subject line, or by post, for the attention of Mr. Smith, to the following address:

HR Department/Jobs  
Djanogly City Academy  
Gregory Boulevard  
Nottingham  
NG7 6ND

## **Application forms**

These can be downloaded from the school website [www.djanogly.notts.sch.uk](http://www.djanogly.notts.sch.uk). Wherever possible, please provide email addresses for your referees.

## **Closing Date**

Please ensure your application arrives by 09.00am on the closing date of Friday 18 October 2019.

## **Interview:**

Interview for the role will be held shortly after the closing date of Friday 18 October 2019.

## **Safeguarding**

Djanogly City Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

<b>JOB DESCRIPTION</b>
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<b>JOB TITLE</b>	Administrative Assistant / Receptionist
<b>HOURS OF WORK</b>	Full time 37 hours per week
<b>SALARY SCALE</b>	Djanogly Learning Trust Support Staff Scale Pt 25 - 30
<b>REPORTING TO</b>	Business Manager

### **ACADEMY DUTIES AND RESPONSIBILITIES**

- To work sensitively with stake holders by demonstrating an awareness of the Academy's Equality and Diversity policy and to and promote a culture of inclusion through appropriate working practices.
- To be approachable, professional and courteous at all times with associated stake holders and to follow the code of conduct requirements within the Academy code of conduct policy.
- To undertake relevant training opportunities that will enhance the role and your own development.
- To respect and develop a working environment that promotes the safety and welfare of all stake holders.

### **MAIN DUTIES AND RESPONSIBILITIES**

**To provide administrative and clerical assistance to the Business Manager by:**

- Manage workload by ensuring deadlines are met and that work is completed efficiently and effectively.
- Maintaining the
- Maintaining student databases ensuring all exclusion paper work is carried out correctly on a daily basis; making sure that all relevant information is recorded and added to the students file via SIMs and uploading appropriate exclusions to the LA's website.
- To provide relevant technical expertise to maintain relevant computer databases, including data entry input, running standard reports/letters, preparing documents from a wide range of sources and reproducing documentation by photocopying and other means.
- Maintaining filing and information storage systems for admissions, safeguarding and SEN.
- Supporting the admissions process all year round by adding new students on to SIMS accurately, sending/receiving CTF files, maintaining student files and updating ULNs/UPNs and any other relevant information.
- To input all years daily homework and update Kickboard appropriately.
- To input all leave of absence forms on to the cover diary on a daily basis.
- To assist in the smooth running and organisation of work experience and grad week.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **To provide Reception cover as and when required.**

- To provide an efficient and effective reception service with a welcoming and professional attitude. Responding to callers by phone or in person in a positive and helpful manner, or when necessary referring queries to the relevant person.
- Ensuring the safety and security of the Academy at all times, making sure the gates/doors are locked and entry to the premises controlled.
- To utilise excellent written and verbal communication strategies when dealing with stake holders.
- Ensuring the safeguarding procedure is followed at all times, this includes; making sure all visitors sign in and sign out, ensuring all supply staff have the correct checks in place, photocopying visitors ID's, liaising with HR/checking the SCR to make sure that outside agency staff and contractors have the right checks in place and issuing visitors with the appropriate colour lanyard.
- Undertaking daily administration tasks such as; free school meal applications, travel claims, creating student cards, dealing with petty cash and banking, supporting with finance invoices, supporting the admissions process and uniform sales.
- To provide administrative support as directed and operate relevant equipment/ICT packages (e.g. word, excel, SIMs, Chips, Kickboard, Winpack, databases, spreadsheets, internet) ensuring accuracy and confidentiality at all times.
- Receive/record parcels and deliveries and inform intended recipients of delivery.
- Undertake other general administrative procedures as required by the Business Manager.
- Provide general advice and guidance to staff, pupils and others.
- To provide an efficient and effective support service for students including –
  - The administration of prescribed medicines stored by the Academy for use by specifically identified students
  - Providing care and first aid for students feeling unwell
  - The production and issue of student identity cards using chips
  - The issue of student uniform, receipts and recording of payment for uniform
  - Recording students lates appropriately

### **Generic Requirements:**

1. It is a requirement of all posts within the Academy that Health and Safety requirements are upheld in the performance of duties;
2. All employees of the Academy are required to uphold the Equality and Diversity Policy and the Academy's Code of Conduct;
3. All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies;



This job description is not a complete description of the role, as you are required to undertake any other reasonable duties within the level of responsibility and grading of the post as directed by your line manager.

## **Overview of the Academy**

### **Ethos**

The Djanogly City Academy has a very clear and distinctive ethos. Our culture is highly aspirational, centred on our passionate belief that every child can succeed. We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing high quality learning experiences that motivate students to be the very best they can. High standards and academic rigour underpin our daily work.

We value commitment, independence and courtesy from all of our students. We demand the very highest standards and in return we nurture and respect student ideas and opinions. We have a clear message to guide all students in their daily lives; Work Hard, Be Kind.

### **Achievement**

Student achievement is at the very heart of everything we do. We believe that academic and examination success provides the foundation that allows students to make the most of their lives and the opportunities available to them.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and we constantly strive to provide every child with the very best educational experiences.

Should a child require additional support a range of services are available to ensure every student's success, whatever their individual educational needs.

Our track record at our academies within the Djanogly Learning Trust demonstrates our ability to deliver high levels of achievement in a variety of contexts.

### **Curriculum**

At the Djanogly City Academy, Key Stage 3 students undertake a two-year programme that covers all the National Curriculum subjects. Students will be taught in ability groups in the majority of subjects, ensuring that every child is taught at a level that matches their ability.

During our three-year Key Stage 4 programme most students study the English Baccalaureate core subjects of English, Mathematics, Science, a Modern Foreign Language and a Humanities subject, such as Geography or History.

A wide range of option subjects including visual and performing arts, ICT, Technology and PE supplement the core curriculum.

## **About the Academy**

The Nottingham City Technology College opened in 1989 and became the Djanogly City Academy in 2003. Primarily serving the residents of Hyson Green, the Academy is located on two sites. The Gregory Boulevard site is housed in a stunning, state-of-the-art building, designed by Norman Foster. The Sherwood Road site occupies a modern purpose built building with excellent facilities.

For more information about the academy visit:

[www.djanogly.notts.sch.uk](http://www.djanogly.notts.sch.uk)

## **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.